

**COUNTY DURHAM AND DARLINGTON PRIMARY CARE TRUSTS and
DURHAM COUNTY COUNCIL
Health Scrutiny Liaison Manager**

1. Job Details

Job Holder:	Vacant
Job Title:	Health Scrutiny Liaison Manager
Grade:	TBC
Reports to:	Assistant Director of Strategy & Business Development, County Durham Primary Care Trust and Head of Overview and Scrutiny, Durham County Council
Unit:	Commissioning & Market Development
Location:	TBC

2. Job Purpose

The Health Scrutiny Liaison Officer will play a lead role in the development and maintenance of robust links between County Durham Primary Care Trust (CD PCT), the local NHS and the Joint Health Overview and Scrutiny Committee (JHOSC) of Durham County Council, continually improving and strengthening working relationships between the JHOSC, the local NHS and other key stakeholders.

The post holder will lead the involvement, engagement and consultative aspects of specific agreed service development projects across the PCT, ensuring robust local engagement with stakeholders to inform and influence developments and ensure that relevant statutory requirements for NHS service development are met as an absolute minimum.

The post holder will provide advice and support for NHS North East organisations with regard to consultative and involvement activity in relation to working closely with Overview and Scrutiny committees as part of County Durham PCT's lead role for public, carer and patient involvement across the North East.

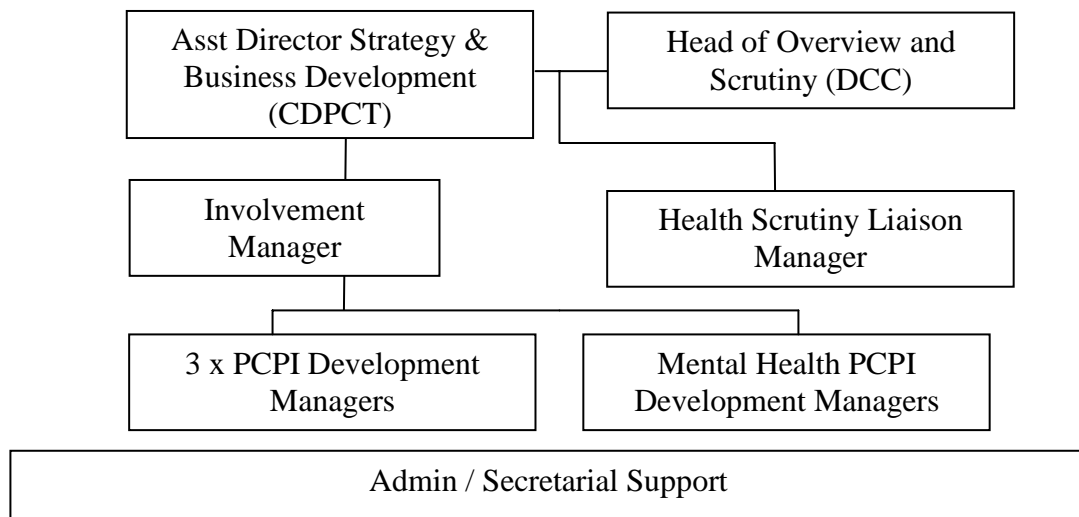
3. Dimensions

Budget
Population served
Staff
Staff directly managed

4. Essential knowledge, qualifications, skills and expertise required.

See person specification for full details.

5. Organisation Chart



6. Key Result Areas

Organisational Culture

As a member of the organisation the post holder will:

- Posses individual responsibilities and share team objectives
- Lead or contribute to creating improvement, transformation and innovation of services
- Contribute to creating a work environment that is marked by pride, enthusiasm and collaboration
- Manage and/or contribute to financial performance and target delivery
- Lead by action and inspire others by acting as a role model, demonstrating the leadership behaviours and values identified by the PCT
- Communicate positively and effectively
- Actively give and receive feedback in a constructive manner
- Be adaptable, trustworthy and work with integrity
- Show constancy, courage and resolve in the pursuit of the vision and aims of the NHS North East and PCT
- Actively contribute to the improvement of the health and well being of the population that is served

The vision of NHS North East and PCT will feature clearly and consistently throughout the actions and corporate identity of the PCT. As an employee of the PCT, you will be responsible for ensuring that the vision is incorporated into:

- The induction programme for all new appointees
- Staff development and appraisal scheme
- Templates for policies and procedures and content of meeting papers
- Terms of reference for all meetings
- Job adverts and recruitment/application packs
- Job descriptions and person specifications

The post holder has lead responsibility in delivering the following key result areas:

- Working closely with the Chair and Vice Chairs of the JHOSC and committee members to develop and improve effective scrutiny arrangements for health.
- Provides advice to the JHOSC on national and local issues and developments in health and health care services, including interpreting policy and assessing issues impacting upon local NHS organisations.
- Provide senior level policy and policy review support to the PCT and DCC.
- Provide significant input into the development of the Health Scrutiny role in County Durham.
- Work closely with members on agreed light touch reviews.
- Liaise with DCC Cabinet, Overview and Scrutiny and NHS Chairs to further robust and challenging collaboration between the County Council and local NHS.
- Support the development of the Healthy Communities Collaborative.
- Provide significant input into the development and implementation of the JHOSC / NHS Compact to articulate agreement on partnership working.
- Provide significant input into the development and implementation of the PCT strategy for engaging and involving patients, carers and the public to ensure that all strategies, policies, procedures and service development plans are adequately informed by stakeholder need and input. This includes meaningful input into the development, implementation and performance management.
- Liaise with Overview and Scrutiny committees, local involvement networks (LINKs) and patient forums to ensure a co-ordinated approach to the involvement of patients, carers and the public in improving health and health care services; avoiding undue repetition and overlap between sectors.
- Provide expert advice to CD PCT, DCC, other north east NHS organisations and local authorities on the need for, and mechanisms to involve, key stakeholders in service improvement as part of care pathway redesign, with specific focus on Health Scrutiny and LINKs
- Lead the involvement and engagement aspects of specific agreed service development projects across the PCT, ensuring comprehensive involvement and engagement of all relevant stakeholders.

- Champion the need for all PCT directorates, teams and individuals to place the needs of patients, their carers and relatives at the heart of everything the PCT does.
- Liaise with regional and national leads for patient, carer and public involvement, and contribute to the development of national and NHS North East strategies, policies, procedures and approaches to patient carer and public involvement.
- Manage the delegated budget for projects, for which the post holder takes the lead.
- Line managing support staff according to projects involved with.
- Takes a lead role in managing projects.

7. Communications and working relationships

- PCT Chair, Board members and Professional Executive Committee members
- PCT staff
- JHOSC Chair, Vice Chairs and committee members
- DCC cabinet members
- LINKs
- Strategic Health Authority
- Department of Health
- Other Primary Care Trusts
- General practitioners, optometrists, pharmacists and general dental practitioners
- Primary Care contractors
- NHS provider trusts (acute, mental health and ambulance)
- Other local authorities
- Independent and third sector organisations
- Training and education
- Patient forums
- Patient and public interest groups

8. Health and Safety

It is the responsibility of the individual to work in compliance with all current Health and Safety legislation and the Trust Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust's legal responsibility to comply with the Health and Safety at Work Act 1974.

9. Most challenging part of the job

Keeping stakeholders at both CD PCT and DCC up to date with current engagement legislation and best practice in a rapidly changing and highly complex environment, where service changes are always in the political spotlight.

10. Job description agreement

Job Holder's Signature:

Date:

Senior Officer/Head of Department
Signature:

Date

Title:

PERSON SPECIFICATION

All factors must be measurable and justified by the job

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND QUALIFICATIONS		
A degree in a clinical or business discipline	X	
Post graduate management / leadership qualification		X
Masters degree in a related discipline		X
Project management qualification		X
Expert knowledge of current patient, carer and public involvement legislation including the emerging LINKs developments	X	
Good working knowledge of NHS and local authority policy and ways of working including service development and reconfiguration	X	
EXPERIENCE		
Two years experience in a strategic role within the public sector	X	
Experience of working with public, carers, patients and other service users	X	
Experience of staff management	X	
Experience of working with local authorities and Overview and Scrutiny Committees	X	
Experience of working with a wide range of stakeholders, including those who may find communication difficult due to physically or mentally debilitating conditions.	X	
SKILLS AND COMPETENCIES		
(Demonstrable abilities)		
Project management skills	X	
Able to produce reports, presentations and spreadsheets using MS Office	X	

Excellent communication and interpersonal skills	X	
Excellent presentation skills, including written and oral presentation, with and without multi media to large groups	X	
Able to work on a number of projects at any one time	X	
Able to work to tight timescales despite competing priorities	X	
Able to translate complex policies and ideas into simple and concise language, which is easily understood by all	X	
Able to communicate effectively with a wide range of stakeholders, including situations where the topic of discussion is both complex and may be highly contentious e.g. plans to reorganise services and possibly close facilities	X	
Able to work largely autonomously with broad objectives where the post holder will determine how the required results and outputs will be achieved	X	
Ability to work on detailed documents and plans where concentration is required to ensure details are correct, and where queries from colleagues requiring advice and support may often interrupt this work	X	
OTHER REQUIREMENTS		
Able to travel independently around the County	X	

NB: This person specification will be used for short-listing, and selecting the right candidate. Please take great care to ensure that all criteria are both accurate and essential to the requirements of the post.