

## JOB DESCRIPTION: Head of Integrated Wellness Service: Nottinghamshire

Job Title:	Head of Integrated Wellness Service: Nottinghamshire
Location:	Nottinghamshire County
Salary:	£50,000 - £60,000 per annum
Hours:	Full Time
Type of Contract:	Permanent
Accountable/Responsible to:	Director of Operations
Staff Accountable to Postholder:	IWS Specialist Lead, Engagement officers and Project Leads

ABL is an exciting fast-paced, growing community health organisation. As an experienced, CQC registered provider of community health services, we are committed to delivering evidenced based, innovative, effective and relevant health care services in partnership with individuals, communities and stakeholders.

We are a values driven organisation with a passion to reduce health inequalities and improve people's lives. Would you like the opportunity to work in a close team of dedicated professionals and share our values of designing and delivering health services that are:



**People powered**



**Bold**



**Effective**



**Thoughtful**

ABL is excited to now have the opportunity to fundamentally change the way lifestyle services are delivered across Nottinghamshire. This role offers the right person the opportunity to be a part of [ABL's senior team](#), shaping, driving and delivering this change. If you think that you are that person, we would love to hear from you.

### Nottinghamshire Integrated Wellness Service (IWS) overview

ABL Health and Nottinghamshire County Council are working together to deliver an Integrated Wellness Service across Nottinghamshire. This transformative service will play a central role in system change, bringing previously separate lifestyle behaviour change functions together into one service. It seeks to work collaboratively with communities to support the transformation of services for the local population. The service will provide integrated behaviour support for smoking cessation, weight management, alcohol reduction, physical activity and falls prevention, all embedded in sustainable behaviour change and positive wellbeing.

## Role Purpose:

You will lead the new Nottingham **Integrated Wellbeing Service** for ABL Health.

Your key responsibilities will be:

- Lead a community based multi-disciplinary team of over 40 staff
- Establish the awareness and vision of the Integrated Wellbeing Service with staff, strategic partners, stakeholders and commissioners
- Lead a positive partnership and collaborative approach with all relevant stakeholders across the county, ensuring effective engagement with all parties.
- Develop and evolve the service with your team to meet the changing needs of local people, communities, stakeholders and commissioners
- Deliver an outcomes-based service delivery model, achieving and exceeding KPIs
- Ensure high-quality contract performance across all of its key elements, along with effective reporting and budget management.

You will be a motivated, passionate, organised and proactive leader, with significant experience in community healthcare, managing complex services and multiple delivery teams. You will take a strength-based approach to all community delivery, be a solution-based practitioner and be constantly looking to innovate. The role will require dynamic strategic leadership which embraces ABL's vision and values for the Integrated Wellbeing Service around community engagement and behaviour change.

This is a demanding job, but you will not be on your own. ABL's highly experienced and professional multi-disciplinary team of Health and Social Care professionals, Business Intelligence, Service Development, Governance, Finance and Business Development specialists are there to support. Additionally, existing experienced delivery teams will be available to support you to drive the service forward.

## Duties and Responsibilities

This is a senior role working under the line management of Director of Operations. You will be directly accountable to the Board of Directors and reporting to ABL's monthly performance board, chaired by the Medical Director.

The role will be varied, challenging and rewarding as you lead the service through implementation, delivery and ongoing innovation and service development.

## Key responsibilities will be:

- Line management of Locality Service Managers and responsible for community delivery team of over 40 staff ensuring a motivated, empowered and integrated team of committed practitioners
- Having a clear understanding of how the service can and should integrate with the rest of the health care system in Nottinghamshire to maximise impact. Work alongside the Stakeholder engagement team to ensure all stakeholders are informed and engaged
- Building and maintaining excellent relationships with Commissioners and District Councils
- Taking a client and community centred approach to delivery, focused on community assets and supporting the delivery teams to take ownership of their service and be proud of their outcomes
- Performance management of service including ensuring activity requirements are meeting contractual requirements and all KPIs are met and exceeded where possible
- Financial and budget management

- Developing service reports of excellent quality – Commissioner reports, performance management reports
- Representing the organisation and service at local, regional and national stakeholder and networking events
- Managing sub-contractors including service level agreements, finance and performance management
- Establish positive and effective relationships with stakeholders and partners
- Driving service innovation utilising ABL's continuous improvement system which includes delivery staff in leading innovation and service development supported by specialist leads
- Working with clinical, community, social care, educational and statutory stakeholders to deliver safe, effective, person centred care pathways
- Work with stakeholders, commissioners, local residents and service delivery teams to drive continuous service improvement and innovation under the 'ABL Way' service improvement framework
- To develop, maintain and enhance referral pathways from community, clinical and individual providers
- To innovate health care solutions in line with the service outcomes that deliver effective and sustained change in individuals and communities
- Work with the ABL engagement and communications team to implement and continuously develop the communications and marketing strategy and service promotion
- Ensure the safe and effective delivery of the IWS in line with ABL's integrated governance framework
- Work as a delivery partner with commissioners, building excellent working relationships, taking an open and honest approach to contractual and performance management and sharing successes and challenges for collective solution focused approaches

**Are you:**

- An ***experienced senior leader*** in a health environment, managing complex multi-component services?
- Skilled in ***project management*** accustomed to using tools and processes to identify project goals, set and manage the schedule, anticipate and identify issues, remove obstacles, delineate responsibility, track task completion, and communicate progress?
- Experienced in ***evolving and developing services*** within a complex health system?
- A highly experienced ***people manager***?
- ***A positive and proactive*** leader with the ability to motivate, engage and support delivery teams to achieve the highest standards and outcomes?
- ***A strategic thinker*** able to foresee and take action to deal with problems and opportunities?
- ***An adept communicator*** who adapts the message to fit the needs of the audience.
- ***Able to build strong relationships*** fostering trust and cooperation among colleagues, stakeholders, community leaders, commissioners and sub-contractors
- ***Results- orientated*** naturally seeking quantitative goals and actively aiming to outperform them?
- Open and motivated by ***new ideas and perspectives***
- Career driven, ***high motivated*** and looking for Director level responsibility.

***Do you have the ambition, drive and desire to make a difference?***

***We are looking to change the lives and improve the wellbeing of the people in Nottinghamshire.***

## Standard Information

### Information Governance

Employees of ABL Health must comply with the provisions of GDPR and the Data Protection Act 2018. The postholder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The postholder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000

The postholder must comply with ABL's policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use. The postholder will be responsible for maintaining the clinical and/or corporate records that fall within the remit of this role to the standards in ABL's records management policies, and data quality processes and standards.

### Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

### Safeguarding is Everyone's' Business

ABL has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all ABL's employees, temporary staff and volunteers are required to adhere to ABL's safeguarding policies / procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

### Smoke Free

ABL is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

### Equality, Diversity & Human Rights

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. ABL is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date

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PERSON SPECIFICATION

Job Title: Head of Integrated lifestyle services - Nottinghamshire

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and experience</b>	<p>Degree (or equivalent experience) in health-related field: Psychology, Nursing, Public Health, AHP</p> <p>Demonstrable experience as a leader in community health including work with primary and secondary care</p> <p>Experience of leading and inspiring large teams over 20 staff</p> <p>Experience working with commissioners</p> <p>Experience of contract and performance management</p> <p>Experience of budget management of services over £1m a year</p> <p>Demonstrable experience of service improvement measures</p> <p>Experience working within multi-disciplinary teams</p>	<p>At least 5 years in health-related field</p> <p>Experience of delivery/management of services e.g. smoking cessation, weight management, physical activity, alcohol reduction</p> <p>Experience within a commissioning environment</p> <p>Experience of supply chain management</p> <p>Management qualification</p> <p>Experience developing programmes of Communications and marketing campaigns</p> <p>Demonstrable experience of leading staff development programmes</p>	<p>e.g. Application Form/ Interview/ Task</p> <p>Certificates/Assessment/ Task</p>
<b>Skills &amp; Knowledge</b>	<p>Excellent partnership/stakeholder relationship skills</p> <p>Understanding of public health and evidence base</p> <p>Demonstrable experience working with one or more of the following</p> <ul style="list-style-type: none"> <li>• GP Practices/Primary Care</li> <li>• Secondary Care</li> <li>• Schools and Colleges</li> <li>• VCS Sector</li> <li>• Social Care</li> <li>• Community health</li> </ul> <p>Excellent people management skills and compassionate leader</p> <p>Personable and approachable leader</p> <p>Problem solving and solution focused approach</p> <p>Excellent literacy skills/BI skills/data understanding</p>	<p>Knowledge of safeguarding in community health setting</p> <p>Understanding of public health and evidence base</p> <p>Understanding of clinical and operational governance</p> <p>Experience working with Elected Members</p> <p>Demonstrable experience and knowledge of techniques for community health engagement techniques</p> <p>Demonstrable knowledge of behaviour change theory and practice</p> <p>Demonstrable experience of Asset Based Community Development</p>	<p>Application form/ Interview/ Task</p>

	<p>Excellent communicator both written and verbal and able to communicate across varied mediums</p> <p>Effective time management skills.</p> <p>Ability to effectively prioritise workload, multi-tasking where necessary</p> <p>Excellent organisational skills</p> <p>Strong IT skills, particularly with use of Microsoft Office packages and databases</p>		
<b>Job Specific Requirements</b>	<p>The ability to travel independently across Nottinghamshire and as required to ABL Health HQ in Greater Manchester/any other ABL delivery location</p> <p>Work flexibly and adapt to suit service need</p>		Application Form/ Interview

Date last updated: Jan 2019