

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Locality Manager</b>
<b>Pay Band:</b>	<b>Band 8c</b>
<b>Responsible to:</b>	<b>Locality Clinical Lead</b>
<b>Accountable to:</b>	<b>Director of Delivery Care Outside of Hospital</b>

### **Job Summary**

Provide management and strategic leadership for the Locality, and its locality member practices of NHS Sheffield CCG. The post will act as the main conduit in shaping and delivery of responsibilities between the CCG and member practices.

Support, enable and encourage practices to become engaged members of NHS Sheffield CCG and to contribute to clinical commissioning.

This will include:

#### **Locality wide (liaising with city wide where appropriate)**

- Support GP and clinical engagement within the localities
- Shape and lead the strategic direction of the locality via such forums as locality executive groups, locality councils and other locality forums working within the agreed governance arrangements
- Lead the development and implementation of locality strategies, commissioning plans, the annual business plan, and delivery of locality QIPP initiatives.
- Provide leadership within the locality encouraging innovation through commissioning.
- Supporting the development and strategic alignment of neighbourhoods
- Ensure the locality budget is appropriately managed and not overspent

#### **City wide (liaising with the locality where appropriate)**

- Act as the CCG managerial lead on all Locality commissioning, operational and strategic business.
- Contribute to the development and implementation of a primary care strategy for Sheffield.
- Encourage effective engagement by practices in the development and delivery of integrated health and social care services
- To provide leadership to deliver the CCG duty to improve quality and reduce unnecessary variation.

- Contribute to the leadership of NHS Sheffield CCG city wide, ensuring delivery of its vision and aims.
- Member of City Wide Locality Group
- Contribute to the delivery of all financial statutory duties and ensure the delivery of the CCG's QIPP programme.
- Contribute to determining the direction of commissioning/decommissioning strategy for the organisation.
- Contribute to the development of a commissioning plan that tackles inequality and improves health and well being and demonstrates year on year improvements in clinical outcomes.

## **Main Duties and Responsibilities**

### **Locality Leadership**

- Establish strong relationships and effective communication channels with practices and CCG staff city wide to ensure that clear and accurate messages are conveyed from practices to the CCG's structures and vice versa.
- Stimulate and lead innovation and support practices develop ideas in improving care through commissioning
- Lead on and deliver service redesign within the locality ensuring quality and value for money
- In conjunction with the locality clinical lead ensure effectiveness of the locality executive group.
- Working with patients and the public to deliver the CCG engagement plan.
- Work collectively with other localities and locality managers
- Responsibility for the locality's management budget
- Supporting implementation and delivery of agreed city wide actions

### **City Wide Portfolio**

- CCG lead on all relevant Locality commissioning, operational and strategic business.
- Contribute to the effective running of the CCG through participation in the Governing Body, City Wide Locality Group, Approvals Group and other groups where appropriate,
- As a member of task and finish groups, actively contribute to ensure delivery of its key objectives.
- Work closely with CCG staff in the shaping and delivery of city wide transformational programmes.
- Understand the health needs of the locality and its population and advise the CCG on their needs and how they might be met.

### **QIPP development and delivery**

- Responsibility to develop schemes and deliver QIPP via locality commissioning initiatives
- Ensure the locality implements city wide QIPP and business plans
- Contribute to the shaping and delivery of the city wide QIPP programme

**Governance**

- Comply with all CCG policies and procedures
- Ensure the locality complies with its policies and procedures.

**Financial and physical resources**

- Chair a finance and activity group in the locality.
- Provide and access resource to support locality service redesign business cases – from defining requirements, developing specifications, liaising with providers, bid evaluation, project-managing procurement, ensuring stakeholder involvement and support as appropriate, award recommendation, sign-off of final deliverables ensuring that they meet defined levels of quality and value-for-money.

**Staff Management**

- Develop effective locality support (within the Locality and from Directorate staff based in 722) which has responsibility for information, finance, communications, service redesign initiatives.
- Build a collaborative working environment and a culture of innovation.
- Motivate and inspire staff, including those who are not directly under your supervision.
- Forge positive working relationships and foster matrix working.
- Ensure succession planning and development for clinical and managerial leaders
- Be responsible for dealing with and resolving staffing problems in a positive and constructive manner.

**Information provision and reporting**

- Ensure the locality has access to timely information to enable active monitoring and management of plans.
- Ensure the locality have access to the information needed to generate ideas and support practice level delivery of plans.
- Share good practice across localities.

**Information Management**

- Support good integrated governance and information governance practice within the CCG.
- Provide and receive complex, sensitive and contentious information and use this accordingly.
- Develop and present a range of reports to the locality and other audiences; provide progress reports to the Locality Executive Group (LEG).
- Report information to external stakeholders as required.

**Planning and Corporate role**

- Ensure adherence to local and national policies, and keep up-to-date with legislation which impacts on the corporate management of localities – particularly in respect of own areas of accountability.
- Maintain the profile of CCG in local, regional and national strategic partnership initiatives.
- Act as a spokesperson on behalf of the organisation when appropriate.

## **Policy Development**

- Develop policies for the CCG as required leading beyond own remit.

## **Key Relationships**

- Locality GP practices
- Neighbourhood Partnerships
- Other Sheffield Localities
- Sheffield GP practices
- Sheffield Clinical Commissioning Group (SCCG)
- Patient & public stakeholders
- Sheffield City Council and Public Health
- Healthcare providers including NHS, third sector and voluntary providers
- Relevant professional associations
- Professional bodies (e.g. LMC, LDC, LOC, LPC)
- Other Clinical Commissioning groups and their members.

## **Review Of Role**

It should be noted that structures and processes within health care are undergoing rapid and significant change. As a consequence, this job description will be subject to review, in consultation with the post-holder, to take account of the needs of NHS Sheffield Clinical Commissioning Group and its member practices.

## **General**

The postholder will:

- Develop a culture that promotes equality and values diversity. The postholder must be aware of and committed to the Equality and Diversity policies of NHS Sheffield CCG, comply with all the requirements of these policies and also actively promote Equality and Diversity issues relevant to the post.
- Ensure the principles of openness, transparency and candour are observed and upheld in all working practices.
- The post holder will have, or acquire through training provided by the organisation, the appropriate level of safeguarding and knowledge, skills and practice required for the post and be aware of and comply with the organisation's safeguarding protection policies and procedures.
- Ensure that any infection prevention and control issues are reported to the line manager/Infection Prevention and Control
- Take responsible care for the health and safety of themselves and other persons who may be affected by their omissions at work.
- Preserve the confidentiality of any information regarding patients, employees

(in connection with their employment) and the SCCG business and this obligation shall continue in perpetuity.

- Comply with the Data Protection Act 1998, NHS Confidentiality guidelines and any code of practice on Confidentiality and Data Protection, as accepted by the organisation.

## PERSON SPECIFICATION

Factors	Description
<b>Knowledge, Training and Experience</b>	<p>Educated to masters level or equivalent level of experience of working at a senior level in specialist area.</p> <p>Extensive knowledge and experience of commissioning services within healthcare setting.</p> <p>Evidence of post qualifying and continuing professional development.</p> <p>Must have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this on engagement.</p> <p>Wide understanding of primary care.</p> <p>Track record of positive working with clinicians.</p>
<b>Communication Skills</b>	<p>Provide and receive highly complex, highly sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present highly complex and highly sensitive information to large and influential groups.</p> <p>Negotiate on difficult and very complex and detailed issues.</p>
<b>Analytical</b>	<p>Problem solving skills and ability to respond to sudden unexpected demands.</p> <p>Ability to analyse highly complex facts and situations and develop a range of options.</p> <p>Takes decisions on difficult and contentious issues where there may be a number of courses of action.</p> <p>Long Term Strategic thinking – ability to anticipate and resolve problems before they arise.</p>
<b>Planning Skills</b>	<p>Plans and organises a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances.</p> <p>Inputs to strategic plans across NHS and within the specific teams.</p> <p>Good use of available information sources to enable efficient and effective planning.</p>

	Ability to work under pressure and to tight and often changing deadlines.
<b>Management Skills</b>	<p>Skills for delivering results through managing through others and using a range of levers in the absence of direct line management responsibility.</p> <p>Skills for managing relationships with a range of different stakeholders.</p>
<b>Physical Skills</b>	Advanced knowledge of Microsoft Office package.
<b>Autonomy</b>	<p>Ability to lead and steer the locality in order to deliver SCCG and locality plans.</p> <p>Ability to work on own initiative and organise workload, allocating work as necessary.</p> <p>Ability to make decisions autonomously, when required, on difficult issues.</p>
<b>Equality and Diversity</b>	<p>Demonstrates knowledge and understanding of equality of opportunity and diversity taking into account and being aware of how individual actions contribute to and make a difference to the equality agenda.</p> <p>Ensure employees for whom the post holder has line management responsibility show due regard to equality and diversity.</p> <p>Demonstrates knowledge and understanding of equality of opportunity and diversity.</p>
<b>Financial and Physical</b>	Previously responsible for a budget, involved in budget setting and working knowledge of financial processes.
<b>Other</b>	<p>An ability to maintain confidentiality and trust.</p> <p>Used to working in a busy environment.</p> <p>Adaptability, flexibility and ability to cope with uncertainty and change.</p> <p>Commitment to continuing professional development.</p>