

## Job Description

<b>Job Title</b>	Health and Activity Contracts Manager
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Sport and Recreation
<b>Grade</b>	10
<b>Competency Level</b>	2
<b>Salary</b>	£53,577 - £59,161
<b>Job Type</b>	Hybrid
<b>Location</b>	Various Sites Citywide
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	A9304

### Job Purpose

The Health and Activity Contracts Manager will lead the development of partnerships which support an integrated approach to improving health and wellbeing for residents across Liverpool.

The post holder will be responsible for the attainment, management, and success of several health-related contracts across Liverpool.

The post holder will work with a range of statutory partners, faith, voluntary and 3<sup>rd</sup> sector community organisations, to co-design, plan and implement place-based solutions linked to the reduction of health inequalities across the City.

### **Directly Responsible For:**

Health and Wellbeing Officers

### **Directly Responsible To:**

Business and Strategic Delivery Manager – Leisure

### **Main Areas of Responsibility:**

- To coordinate and support health contracts and initiatives across Liverpool, which support the development and delivery of various programmes commissioned by health partners on behalf of Liverpool City Council
- To develop and lead on all aspects of the health and activity contracts and associated projects
- Work closely with partner organisations including the PCN, Merseyside Sport Partnership and Physical Activity and Strategy team, to develop a programme of community-based initiatives and interventions focusing on key themes (e.g., healthy weight, mental health, diabetes, social isolation and loneliness) and any other long-term health conditions
- Work closely with the voluntary sector to develop and deliver community-led solutions to reduce health inequalities
- Through regular performance monitoring and reporting, identify opportunities and risks, reporting to both internal and external stakeholders
- Keep up to date on health-related initiatives, policies, and government priorities to identify and monitor health trends that impact the residents of Liverpool, preparing reports and business cases to invoke action

- Identify funding opportunities and submit applications to support improved health outcomes for our residents
- Contribute to the joint strategic needs assessment data collection
- Ensure services maintain within the budget envelope, providing regular financial updates to the Business and Strategic Delivery Manager – Leisure
- To represent the council at key health and wellbeing partnership meetings
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one-to-one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Educated to degree level or equivalent in a discipline relevant to the development of health services and or contract management (A/I)
- Experience of management, development, and motivation of teams (A)

### Desirable

- Experience of working within the Health Sector
- Membership of a relevant professional body
- Experience of service design from scoping, design and implementation

## Experience

### Essential

- Extensive experience and a demonstrable record of success in the design, development, and implementation of services (A/I)
- Experience and competence in leading, motivating and managing individuals and teams (A/I)
- Experience of contract management, performance management framework and successful KPI delivery (A/I)
- Experience of successfully working with communities, user groups and partner agencies such as Clinical Commissioning Groups in the design,

delivery and review of sport and physical activity development services within the Health Sector (A/I)

- Experience of developing and submitting successful bids for external and partnership funding (A/I)

## Desirable

- Experience of working both formally and informally with Elected Members

## Skills/Abilities

### Essential

- Well-developed leadership, motivational and management skills (A/I)
- Well-developed budgeting and financial management skills (A/I)
- Well-developed negotiating skills (A/I)
- Ability to prioritise workloads and to meet deadlines (A/I)
- Ability to lead and drive change (A/I)

## Commitment

### Essential

- To promote and develop the City Council's commitment to equal opportunities (A)
- To continuous improvement and ongoing personal and staff development (A)
- To maintain continuously high standards of customer care (A)

## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

## Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Requirement to work outside standard hours; including, as required, during evenings and at weekends (A)
- Ability to commute to various centres on an ad-hoc basis (A)