

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care & Community Well Being

Job Ref Number:

Service Area: Strategic Commissioning

Grade: G12

Job Title: Commissioning Manager

PURPOSE OF JOB:

Improving outcomes for people by commissioning effective services, through establishing robust working relationships with the care market, leading the delivery and implementation arrangements of commissioning strategies, participating in formal boards and inter-agency working groups related to service planning and joint service development.

The post holder will ensure robust commissioning intentions are underpinned by intelligence, combined with understanding the local population, their resources, needs, and aspirations, now and in the future. Creating platforms where local people and health and care system partners with other key stakeholders, can collaborate in developing innovative, affordable solutions, delivering ongoing improved outcomes.

Lead on strategic commissioning activities including developing services and new ways of working to meet the needs and deliver positive outcomes for people in Lincolnshire. The postholder will primarily have lead responsibility for a specific portfolio of commissioned activity (Early Intervention & Prevention; Living Well or Ageing Well), alongside overarching commissioning responsibilities affecting whole market and system more broadly.

The postholder will lead teams of Commissioning Officers through matrix management arrangements to deliver specific commissioning work, based on strategic priorities as determined by Strategic Commissioning Manager and will directly line manage Commissioning Officers.

The postholder will significantly contribute to ensuring the delivery of statutory functions under the Care Act including a sufficient supply of high quality, diverse care and support services and whole market oversight.

STRUCTURE CHART:



MAIN DUTIES:	
1	Lead on the delivery of a specified portfolio of commissioned activity, including the development of strategic needs assessments, associated strategies and translating these into commissioning intentions.
2	Developing and managing a complex care market landscape, where there are diverse, sustainable markets, a strong economy, operating within a fair cost for care system and positively responding to need.
3	Ensure commissioning intentions and delivery plans are designed in a way that reflects national standards, targets and local priorities.
4	Developing and designing services which are outcome focused, including the production of service specifications, working in collaboration with a range of internal services and colleagues.
5	Leading the production of business cases and options appraisals for the commissioning and de-commissioning of services.
6	Managing the commissioning life cycle from strategic needs analysis, planning to implementation of services, within an agreed budget envelope, including key financial modelling consideration and opportunities for income generation. Progressing through governance routes in line with Council constitution, to support decision making.
7	Lead the development of targeted market engagement and development programmes, including leading care sector forums.
8	Collaborate in the production of sector based Market Position Statements and sustainability plans
9	Lead the development of services, including new models of care and support for people with social care needs in order to meet key outcomes and targets.
10	Providing expert support and advice in dealing with critical incidents, investigations and initiatives to ensure a positive outcome.
11	Champion inclusive commissioning by ensuring services reflect the needs of diverse communities. Proactively engage with people from all backgrounds to inform and influence commissioning decisions. Utilising insight and understanding from people with lived experience to shape future commissioning priorities.
12	Working cooperatively with colleagues across the East Midlands region to ensure greater standardisation and sufficiency of care. Giving consideration of place-based differences and progressing specific commissioning initiatives across the region as delegated.
13	Producing governance reports and supporting information for senior managers, organisation leaders and other relevant stakeholders, to enable informed decision making regarding the development and improvement of services.
14	Preparing a range of evidenced based reports as required, attend and chair working and project groups and other internal or external meetings as appropriate.
15	To ensure compliance with all legislation and government guidance, through detailed knowledge of relevant adult social care legislation, regulation and national guidance including Care Act 2014, Health and Social Care Act 2008 and Local Authority inspection regime.
16	To engage with colleagues across the Council, Health and other partners to identify and develop the opportunities for joint commissioning, service enhancements, innovation and efficiencies.
17	Maintain strong and collaborative relationships with key stakeholders.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A degree or NVQ Level 4 equivalent qualification in a relevant discipline such as commissioning and/or procurement, research and/or planning, business management and/or financial planning or equivalent experience	A	✓	
A management qualification or significant experience in a management role and managing staff	A/I	✓	
Significant commissioning knowledge, skills and applied experience in managing and developing one of the following areas: prevention and early intervention; living well – working aged adults; ageing well – older adults	A/I/P	✓	
Significant experience in managing and operating within the commissioning cycle	A/I	✓	
Experience of driving care market shaping and developing markets to deliver current and future requirements	A/I	✓	
Expert knowledge of regulated and non regulated care markets	A	✓	
Ability to drive innovation, new ways of working and collaboration across a wide range of stakeholders supporting joint commissioning	A/I/P	✓	
Manage a team of commissioners, to drive commissioning activities forward, ensuring best value, improved outcomes and best use of resources	A/I	✓	
Experience of the political landscape, legislative frameworks, and regional and national drivers surrounding the areas covered within the portfolio	A	✓	
Ability to produce market position statements; market sustainability plans and contributing to pricing strategy supporting fair cost of care	I	✓	
Ability to identify, manage and contribute to risk mitigation including financial risks	A	✓	
Demonstrable skills in planning and organisation, with the ability to manage a range of priorities, operate under pressure, flexibly and sensitively to achieve specified objectives	A/I/P	✓	
Advanced analytical and judgemental skills, the ability to draw qualitative and quantitative intelligence to draw both conclusions and recommendations to inform strategic intent	I/P	✓	
Advanced communication skills in both written and verbal format	A/I/P	✓	
High level commercial and financial understanding in the context of commissioning and contract management	I	✓	

Demonstrable experience of successfully managing resources and project management to deliver outcomes, quality and value in the public sector	A/I	✓	
Highly developed negotiating and exerting influence skills across areas, for which the postholder has no direct management accountability	I/P	✓	
Effective utilisation of IT skills in day to day work – including Microsoft Office package, including competence in use of Word, Excel and PowerPoint as a minimum (or equivalent)	A	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.