

Job Summary

Post Title	Strategic Commissioning Lead	Pay Grade	Grade 10
Directorate	Strategic Commissioning and Procurement – Adults and Health	Line Manager	Head of Strategic Commissioning
Service Area			
Post Number/s (for existing posts)		Work Location	Walton Street
Work style	Any desk	Job Family & Role Profile	CCM10M
DBS Check Required?	YES If YES state level of DBS required: Standard		
Politically Restricted Post?	No		

Job Purpose and Job Context

The postholder will lead and develop a highly specialist Strategic Commissioning Managers, providing expert professional advice and lead on all commissioning areas within the portfolio of work.

The postholder will work in partnership with key stakeholders across the council and system partners, ensuring strong commissioning is undertaken through evidence-based decision making.

In addition, the role will foster excellent working relations with the placements and brokerage team, operational teams and provider market, and will be responsible for developing and implementing a joint strategy for planning, commissioning, market management and developing support services and markets in full consultation with all stakeholders.

Main Responsibilities and Duties

Working in an integrated way and across team, operational and organisational/system boundaries where required, the post holder will:

- Oversee the development of strategic needs assessment to inform commissioning and service development decisions relative to the population cohort for whom services are being commissioned.
- Foster positive interagency working with the strategic partnership boards and joint commissioning boards for all services
- Be responsible for developing and implementing a joint strategy for planning, commissioning, market management and developing support services and markets in full consultation with all stakeholders.

- Developing mechanisms to gather and analyse evidence of improved outcomes and patient / service user satisfaction, including spend analysis
- Manage budgets for area of responsibility. To maintain robust oversight of financial arrangements for care and support packages which enables quality and value, utilising frameworks and cost-effective contractual mechanisms as far as possible. Budgets are planned, developed and delivered and value for money is maximised. Contribute to both the Council's strategic and operational planning and Integrated Care Board targets and objectives, ensuring compliance with all internal and external standards.
- To advise and support senior managers on relevant service and other matters, including advising on legislative developments, policy proposals, committee reports. To advise and support Council Members on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports, and attending council member meetings.
- Planning and strategic commissioning of adult social care and/or support children's social care, where aligned with designated portfolios of work
- To provide expert advice, guidance, support and challenge to colleagues, customers, partners, providers and other stakeholders. Identify, research and evaluate opportunities for innovation. Ensuring that current trends and legislation within their specialist area and broader service areas are identified, researched and where appropriate, reflected in service strategy.
- To manage relationships with key stakeholders ensuring that stakeholders are identified, consulted and engaged. They will support stakeholders in consultation and negotiation, where appropriate using collaborative working strategically and tactically to achieve required outcomes.
- To build and lead effective working relationships with colleagues in commissioning, quality & improvement, operational services, the corporate Hub and other council teams to facilitate quality and cost-effective care and support arrangements.
- To ensure compliance with all legislation, government guidance and policies relevant to care and support packages
- To promote and facilitate innovation, creativity and continuous improvement in care and support arrangements within their teams, as well as wider commissioning and contract management.
- To provide case management, supervision, guidance, support, expert advice and development to the team to support the effective and efficient delivery of brokerage activities.
- To be responsible for the effective allocation of work and distributing team resources to enable robust and timely care and support arrangements to be established.
- To undertake any other duties commensurate with the grading of the post
- Maximising cost reduction and efficiency opportunities for both the Council and its partners

Accountability

- If this role manages a budget please state the size of the budget: approx. £100k
- If this role monitors a budget please state the size of the budget: up to Approx £150m
- How many direct reports does this job have in its reporting line? Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to. (e.g., BCC, AVDC, WDC or CSB) c 6 direct reports dependent on role (c 2 grade 8, 2 grade 6 and 1 grade 4)
- How many indirect reports does this job have in its reporting line? N/A

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	Provide Job Specific Examples	
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Up to 3 months	✓	- Managing critical performance issues, complaints and MP enquiries. - Responding to short term budgetary pressures and changes.
1 year	✓	Implementing medium term change projects.
3-5 years	✓	Creating strategies and 3-5 year strategic plans

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience (use job family to complete) Please delete as necessary	Job Specific Examples	Essential	Desirable
Substantial and demonstrable knowledge as a professional expert in commissioning in a health and or care setting and demonstrable expert knowledge of current legislation and policy relating to health and social care	- Significant experience of working within a management capacity in a complex, multi-agency service organisation. - Demonstrable experience of successful multi-agency working - Knowledge of the health and social care sector.	x	
Excellent planning and management skills. Extensive experience of managing major change effectively	- Experience of delivering improvements and building successful partner and provider relationships - Experience of delivering projects and service transformation to specification, budget and deadlines.	x	
Significant experience of setting standards and measures and managing contract compliance / performance.	Developing and implementing quality frameworks for commissioned providers.	x	

	Working collaboratively with health and social care colleagues to improve performance and outcomes.		
Initiative, strategic vision and commercial acumen demonstrated in problem solving and decision making in complex situations.	- Leading work prioritisation within a fast-moving team. - Planning and prioritising work based on risk. - Effectively managing unforeseen and complex challenges.	x	
Significant experience of developing long term strategic business plans b at senior level.	- Experience of developing strategies in response to the corporate vision, delivering against medium term savings and objectives. - Strategic thinking, and system leadership in relation to commissioning and contract management	x	
Substantial experience of successful resource and financial management, including evidence of formulating budgets, developing and delivery of savings proposals and applying rigorous monitoring and control procedures.	- Experience of financial management - Designing and delivering savings in relation to spend. - Experience of managing budgets in health or social care with demonstrable evidence of efficiency delivery	x	
Authority and credibility to build relationships influence and engage successfully with colleagues, partners, providers and stakeholder at all levels in complex or politically sensitive situations.	- Building trusting relationships with stakeholders to effectively influence the commissioning agenda, provide assurance and give credible constructive challenge where needed. - Using negotiation and influencing skills to deliver desired outcomes.	x	
Previous experience of leading, developing and implementing performance management and quality assurance frameworks for a service.	- Implementing a quality framework or approach to support an under-performing service or organisation. - Use of quality improvement techniques to improve outcomes.	x	
Excellent leadership skills inspire, motivate and develop others to high levels of performance.	- Providing leadership to multi-disciplinary teams. - Leading cross-organisational teams to support complex provider performance issues. - Role-modelling and promoting	x	

	values and performance management processes.		
Expert knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the service area. Strong awareness of the current issues facing local government and the wider public sector	• Understanding of local authority and NHS policy and regulatory frameworks; local authority and NHS statutory responsibilities; responsible Commissioner guidance; NICE guidance. • Knowledge of procurement legislation applicable to local authorities and health organisations. • Knowledge of regulatory requirements for different types of care provision. • Experience and understanding of the current issues facing local government and the NHS along with the wider health, social care and public sector.	x	
Excellent research, analysis, interpretation and evaluation skills, demonstrating the ability to identify and diagnose complex problems / issues / requirements and develop innovative strategic solutions in challenging circumstances and with competing priorities.	• A highly developed awareness and experience of operating within a political environment. • Interpreting data and information to inform strategic planning and market development activity. • Identifying and implementing solutions to support complex quality and performance issues.	x	
Authority and credibility to build relationships influence and engage successfully with colleagues, partners, providers and stakeholder at all levels in complex or politically sensitive situations. Highly regarded ability to develop working relationships locally, regionally and nationally	• Confidently represents the organisation at regional or national events or conferences. • Demonstrable experience of successful multi-agency working	x	
Good ICT skills including Microsoft applications and specialist systems.	• Using Microsoft applications to produce reports.	x	
Qualifications		Essential	Desirable
Educated to degree level or equivalent standard/experience		x	

Relevant professional qualification. CIPS, Institutes of Purchasing Certificate in purchasing Public Care, Commissioning Academy, Prince2, MSP	x	
Post-graduate / management qualification.		x
Evidence of continued professional, managerial and personal development.	x	
Other Requirements	Essential	Desirable
A full driving license required to be able to carry out the role	x	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	Y	
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020 and 2023). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').	Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.