

Job Summary

Post Title	Strategic Commissioning Manager	Pay Grade	Grade 8
Directorate	Commissioning and Procurement – Adults and Health	Line Manager	Strategic Commissioning Lead
Service Area			
Post Number/s (for existing posts)		Work Location	Walton Street
Work style	Any desk	Job Family & Role Profile	Commissioning and Contracts Management CCM08M
DBS Check Required?	YES Basic		
Politically Restricted Post?	No <i>The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor. There are broadly two categories of restricted posts: Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.</i>		

Job Purpose and Job Context

To lead on all aspects of the strategic commissioning cycle across the designated portfolio (CYP, Communities and Prevention and Older People) to deliver improved population outcomes for Buckinghamshire residents including provision of effective line management of designated Commissioning Officers. To oversee the day-to-day delivery of commissioning activity, supporting the Council and the Integrated Care Board (ICB) to deliver transformational change and improved population outcomes that are aligned to strategic priorities and commission / contract management of services which are safe, high quality, perform and offer VFM.

Main Responsibilities and Duties

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

- Contribute to the development of strategic needs assessment relative to the population cohort services are being commissioned for.
- Contribute to the team's business planning function including developing and implementing the team's annual work and business plan, delivering against key milestones and highlighting and implementing risk mitigation strategies.
- Oversee budgets and financial processes Ensure delivery of strategic commissioning activity to agreed timescales and budget.
- Implement an outcome focused and performance culture across the services being commissioned.
- Provide management information as required as part of strategic reporting requirements and assurance purposes.
- Be the interface for the translation of commissioned services, gaps and evolving population needs across strategic commissioned activities.

- Lead strategic commissioning and or contract management oversight to ensure the provision of high quality effective and outcome focused services.
- Develop and deliver approaches to incorporate the views of residents and communities in the commissioning cycle
- Work in an integrated way to be able to translate health and social care priorities and outcomes into a range of internally and externally delivered provision which is integrated across ages and health and social care.
- Engage and contribute to innovative and transformed commissioned services through managing ongoing provider engagement and market management opportunities across both statutory partners and the wider VCSE communities.
- Provide expert feedback on commissioned services, verbal and or written, to a wide range of stakeholders.
- Develop commissioned services that reflect statutory requirements and best practice and where appropriate that safeguarding standards are clearly incorporated in all contractual agreements.
- Embrace a culture of shared learning, continuous improvement and innovation throughout the area of responsibility. Investigate evidence based innovative solutions that deliver improved population outcomes.
- Effectively manage self and teams to provide highly competent, effective, motivated and outcomes focused professional teams, to ensure the planning, commissioning and delivery of timely and appropriate services to customers.
- Deputise for the Strategic Commissioning Lead when required.
- Represent, as required, the Council's interest at meetings with service providers and other relevant national, regional and local organisations.
- To proactively drive opportunities for service enhancements, innovation and efficiencies.
- Undertake other reasonable duties as required which are commensurate with the role.

Accountability

- If this role manages a budget please state the size of the budget:
- If this role monitors a budget please state the size of the budget:
- 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)
- How many indirect reports does this job have in its reporting line?

There are no direct budget management or monitoring responsibilities. However, achieving value for money for the Council and ICB through the care purchasing process is a key part of the role.

The post holder will support with matrix management of a team of up to 7 staff at Grade 6 and 4.

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	Provide Job Specific Examples
Up to 3 months	✓	In month Provider improvement plan trajectories.
1 year	✓	Contract meeting schedule.
3-5 years	✓	Services have to be commissioned for a 3 – 5 year period and to commission the right services need and context often has to be considered over a longer timeframe.

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 <i>(use job family to complete) Please delete as necessary</i>	Job Specific Examples	Essential	Desirable
Substantial relevant experience in a senior role in the service area / related profession field with expert knowledge in the specialist field.	• Expert knowledge of the commissioning cycle. Significant previous experience working in a commissioning role within a health or social care organisation.	x	
Expert knowledge of relevant systems, policies, processes, regulations, professional guidelines and legislation relevant to the specialist work area.	• The post holder will be required to have a good policy and strategic understanding of health and social care commissioning to support the delivery of integrated support.	x	
Experience of contributing to strategy / market development.	• Experience of developing commissioned services / strategies in response to the corporate vision and objectives	x	
Excellent knowledge of service / profession and interrelationships with other services and departments. Good knowledge of wider sector / external influences and developments.	• Experience of leading commissioning activity in an integrated system. Ability to influence based on overarching knowledge.	x	
Good ICT skills including Microsoft applications and specialist systems.	• Using Microsoft applications to produce reports appropriate for information, analysis and data.	x	
Excellent communication, interpersonal and influencing skills.	• Experience of using high level written and communication skills to influence the agenda.	x	

Proven ability to build relationships, engage effectively and influence customers, partners and stakeholders, in complex situations.	Evidence of influencing partnerships and the provider market for the benefit of the organisation and patient outcomes.	x	
Experience of co-ordinating partnership working and representing the organisation externally.	Evidence of leadership within multi-agency working to improve resident outcomes.	x	
Excellent persuasion and negotiation skills.	Evidence of successfully leading complex negotiations.	x	
Experience of identifying and managing risk.	Evidence of leading risk management and mitigation.	x	
Proven research, analysis, interpretation and evaluation skills, demonstrating the ability to identify and diagnose complex problems/issues and develop effective solutions.	Proven ability to use evidence, research, data and guidance to underpin strategic decision making and commissioning decisions.	x	
Initiative, strategic awareness and commercial acumen demonstrated in problem solving and decision making.	Evidence of use of commercial acumen to improve outcomes / reduce / manage costs.	x	
Proven ability to manage conflicting and changing priorities and the ability to work under pressure.	Able to effectively prioritise work and manage unexpected issues or pressures as an individual and manager.	x	
Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives.	Evidence of leading the delivery of multiple concurrent commissioning activities	x	
Significant experience of writing reports, specifications and agreements.	Able to write clear and concise reports to support good decision making.	x	
Experience of budget and resource management.	Experience of budget management and financial controls / savings.	x	
Significant experience of setting standards and measures and managing contract compliance / performance.	Evidenced ability to set KPIs/ outcome measures and performance manage against these.	x	
Respectful and valuing attitude to people who are vulnerable and a commitment to improving their life experience. Experience of the development, motivation and supervision of staff. Proven ability to monitor their performance and if necessary, take corrective action	Committed to improving outcome for individuals through high quality commissioned services.	x	
Qualifications		Essential	Desirable

Educated to degree level or equivalent standard.	x	
Relevant professional 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 (<i>tick as appropriate</i>)	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 covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent cautions and/or unspent convictions For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the Rehabilitation of Offenders Act 1974 (updated 2023) Nacro	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.