



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Commissioning Manager (Learning Disabilities)	<b>Grade:</b> PO6
<b>Section:</b> Commissioning and Quality Standards	<b>Directorate:</b> Adult Social Services
<b>Responsible to following manager:</b> Senior Commissioning Manager (Learning Disabilities)	<b>Responsible for following staff:</b> Commissioning Officer (Service Development) x2
<b>Post Number/s:</b>	<b>Last review date:</b> Feb 2022

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

- To lead on the commissioning of adult social care services which support people with a learning disability to remain as independent as possible in their own homes and communities.
- To lead on the development of meaningful daytime opportunities for people (including supported employment) across a range of vulnerable adults.
- Commissioning Managers will require broadly similar skills and abilities and will operate in both the Public Health, Wellbeing and Service Development and Adult Social Care and Provider Management teams, requiring different application of skills and knowledge to meet the different market/client requirements.



**We are currently seeking an individual with experience of working within Adult Learning Disabilities and a passion for improving the lives and outcomes of people with a learning disability.**

The postholder will manage the implementation of the commissioning strategies across Richmond and Wandsworth, working closely with the local community and a wide range of partners to ensure commissioned services promote the quality of life and independence of people with learning disabilities.

### **Specific Duties and Responsibilities**

- To ensure that effective services are commissioned to meet the social care needs of the local population and that services are delivered to an appropriate standard
- To be responsible for social care contracts through the commissioning lifecycle and ensure timely re-procurement of contracts in liaison with procurement, legal and finance teams
- To have lead responsibility for contract management and provider relationship management as identified by the Head of Commissioning
- To work closely with quality assurance, contract managers and business intelligence to ensure there is sufficient evidence base to enable effective commissioning, service integration and redesign based on desired outcomes for service users and carers that promote independence, choice and social inclusion
- To facilitate joint working and develop strong partnerships with the NHS, service providers, the voluntary sector and other stakeholders to understand and meet the needs of local people
- To undertake engagement, consultation and coproduction with service users, carers and providers to inform commissioning intentions which reflect service user identified outcomes
- To produce and present reports to relevant decision makers including senior managers, multi-agency groups, boards and elected members
- To provide clear leadership and direction, maintaining excellent communication channels, developing and coaching staff to ensure effective performance, personal development and achievement of individual and team objectives
- To support the Head of Service and Senior Commissioning Manager in representing the SSA, and where appropriate, customers, in dealing with external organisations
- To assist with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way



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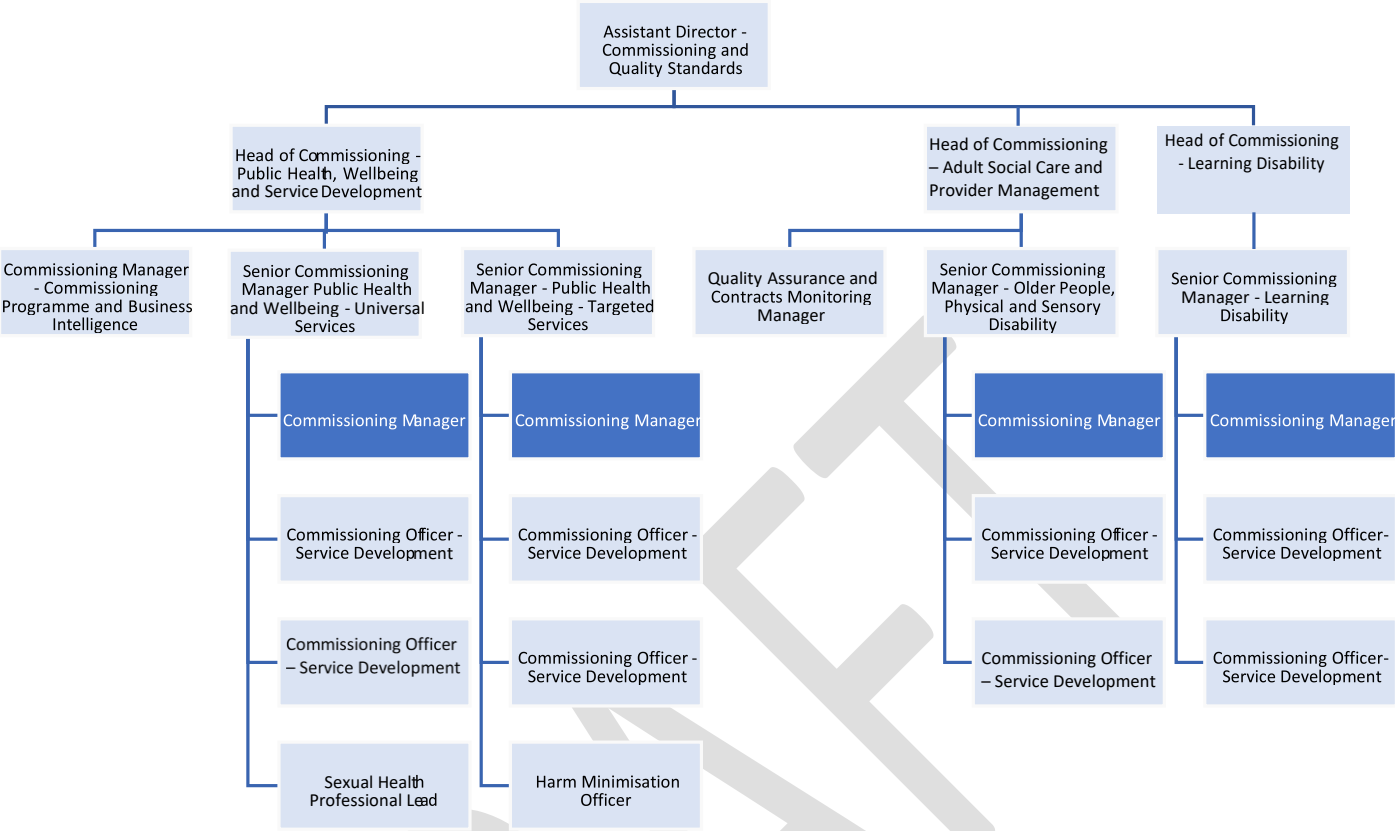
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### **Additional Information**

- This post will directly manage 1-2 x Commissioning Officers (Service Development) depending on the needs of the service.

Team structure



## Person Specification

<b>Job Title:</b> Commissioning Manager	<b>Grade:</b> PO6
<b>Section:</b> Commissioning	<b>Directorate:</b> Adult Social Care and Public Health
<b>Responsible to:</b> Senior Commissioning Manager	<b>Responsible for:</b> Commissioning Officer (Service Development) x 1-2
<b>Post Number/s:</b>	<b>Last Review Date:</b> February 2021

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>		
Good knowledge of social care and health policy and legislation		A/I
A good understanding of the use of analytical tools and techniques		A/I
Project/programme management techniques and tools		A/I
<b>Experience</b>		
Experience in line management, preferably in an adult service environment		A/I
Experience of working within adult social care		A
Experience of managing and motivating staff		A/I
Experience of leading a change project		A/I

<b>Skills</b>	
Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and service users	A/I
Excellent literacy and the ability to prepare clear concise written reports (e.g. strategies, business cases, service reviews, specifications)	A/I
Financial skills to analyse budgets and commission value for money services	A/I
Creative thinker with the ability to analyse, think innovatively and solve problems	A/I
Excellent IT skills and ability to make effective use of IT	A/I
<b>Qualifications</b>	
Educated to degree standard or equivalent by recent and relevant work experience	A/C

### **ESSENTIAL SERVICE SPECIFIC EXPERTISE - WHERE IDENTIFIED (A/I)**

#### **Client Group Based experience**

- Direct working experience in services such as supporting people with a learning disability, older people mental health needs
- Direct working experience of substance misuse services
- Direct working experience of sexual health services

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**