

# Job Profile comprising Job Description and Person Specification

## Job Description

<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 following manager:</b> Senior Commissioning Manager	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date:</b>

### 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 always promote independence and lead on the development of meaningful daytime opportunities for people, (including supported employment) across a range of vulnerable adults.
- To advocate for the borough's vulnerable residents and follows the Social Model of Disability

- Commissioning Manager roles require a verity of skills and abilities. Operating as Project Managers for a verity of transformation / commissioning projects in both the Prevention and Wellbeing of Adult Social Care. Whilst ensuring that legislative frameworks such as Mental Capacity Act 2005 and Care Act 2014 are centric to your decision making.

### **Specific Duties and Responsibilities**

- To ensure that effective services are commissioned to meet the social care needs of the local population of adults with a learning disability 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 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 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.

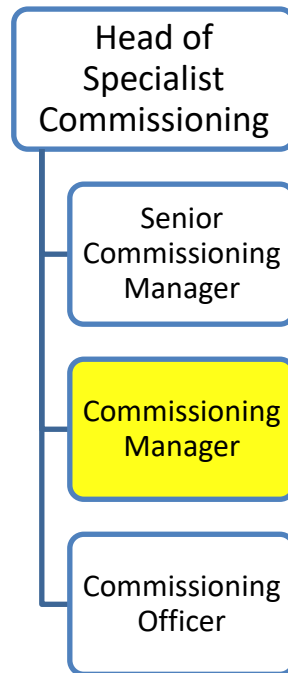
## **Generic Duties and Responsibilities**

- 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**

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.
- To manage Commissioning Officers x 1

## Team structure



## Person Specification

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<b>Section:</b> ASC Commissioning	<b>Directorate:</b> Adult Social Care and Public Health
<b>Responsible to:</b> Senior Commissioning Manager	<b>Responsible for:</b> Commissioning Officer
<b>Post Number/s:</b>	<b>Last Review Date:</b>

## Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Good knowledge of Social Care and Health Policy and legislation	x		A/I
A good understanding of the use of analytical tools and techniques	x		A/I
Project / Programme management techniques and tools	x		A/I
Experience	Essential	Desirable	Assessed
Experience in line management, preferable in an adult service environment		x	A/I
Experience of working within Adult Social Care	x		A
Experience of managing and motivating staff		x	A/I
Experience of leading a change project	x		A/I
Skills	Essential	Desirable	Assessed
Excellent interpersonal skills. Including the ability to communicate effectively at all levels, including partner organisations, councillors and service users	x		A/I
Excellent literacy and the ability to prepare clear and concise written reports. (eg, Business case, Strategies, governance reports)	x		A/I
Financial skills to analyse budgets and commission value for money services	x		A/I
Creative thinker with the ability to analyse, think innovatively and solve problems	x		A/I
Excellent IT skills and the ability to make effective use of IT		x	A/I
Qualifications	Essential	Desirable	Assessed
Educated to degree level or equivalent by recent and relevant work experience.	x		A/I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**