**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Commissioning Manager  (Mental Health) | **Grade**: PO6 |
| **Section: Commissioning** | **Directorate:** Adult Social Care and Public Health |
| **Responsible to following manager:** Senior Commissioning Manager | **Responsible for following staff:** N/A |
| **Post Number/s:**  RWA2045. | **Last review date:** 2.12.2024 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 mental health 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, (supported employment/employment,
* volunteering, training/education, meaningful activities etc.) across a range of vulnerable adults living with mental health
* To advocate for the borough’s vulnerable residents living with mental health and follow the Social Model of Disability
* To promote and embed a culture of recovery and reablement of people with mental health within all commissioning, planning and communication processes.
* Commissioning Manager roles require a variety of skills and abilities. Amongst other things, this will involve operating as Project Managers for a variety of transformation / commissioning projects that arise within the mental health commissioning team/Adult Social Care Directorate, 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 and evidence-based services are commissioned to meet the social care needs of the local population of adults with mental health 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, other 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 locally and nationally such as NHS South West London Integrated Board, local authorities, service providers, the community, voluntary and faith sector, NHS, GLA 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/Senior Commissioning Manager in representing the Richmond & Wandsworth Better Service Partnership, 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 Richmond & Wandsworth Better Service Partnerships.
* 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 Richmond and Wandsworth 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 roles within the Councils.
* 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.

**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.
* The role does not involve staff management at the moment but may do so in the future.

**Team structure**

A diagram of a company

Description automatically generated

**Person Specification**

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| --- | --- |
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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| --- | --- | --- | --- |
| **knowledge** | Essential | Desirable | Assessed |
| Good knowledge of social care and health policy and legislation x A/I A | x |  | A/1 |
| good understanding of the use of analytical tools and techniques x A/I | x |  | A/1 |
| Project / Programme management techniques and tools x A/I | x |  | A/1 |
| **Experience** | Essential | Desirable | Assessed |
| Experience of commissioning services, preferably within a public sector/local authority environment | x |  | A/1 |
| Experience of leading a change project | x |  | A/1 |
| Experience of working within Adult Social Care |  | x | A |

|  |  |  |  |
| --- | --- | --- | --- |
| Experience of managing and motivating staff preferably in an adult social care environment |  | x | A/1 |
| **Skills and Abilities** | 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 skills and the ability to prepare clear and concise written documents and reports. (e.g., Business case, Strategies, governance reports, service specifications, monitoring reports) | x |  | A/1 |
| Financial and negotiation skills to analyse budgets and commission value for money services | x |  | A/1 |
| Creative thinker with the ability to analyse, think innovatively and solve problems | x |  | A/1 |
| 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**