



number one for
service and value

Job Profile comprising Job Description and Person Specification

Job Description

Provisional Job Title: Senior Commissioning Manager – Mental Health	Grade: MG1
Section: Commissioning and Quality Standards	Directorate: Adult Social Care and Public Health
Responsible to: Head of Specialist Commissioning	Responsible for: Commissioning Manager, Commissioning Officer
Post Number/s:	Last Review Date April 2024

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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. This provides an exciting opportunity to work with a diverse range of communities across the two boroughs and a range of projects that will enhance your professional opportunities and experience.

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

Job Purpose

To lead the commissioning of social care services for adults living with enduring mental health conditions, including supported living, residential care and community support services. Responsibilities will include the planning and development of services, procurement of new services, maintenance of provider and stakeholder relationships, and service reviews, and working with NHS colleagues locally and across South West London in the development and implementation of strategic plans for mental health services.

Specific Duties and Responsibilities

- In conjunction with the Adult Social Services operational team and other key stakeholders, to lead the commissioning of social care services for adults living with enduring mental health conditions.
- Alongside other key stakeholders, to play a leading role in the development and periodic review of local strategies that relate to the service area, in particular leading the input of commissioning expertise on inclusive service models and shaping the market.
- To design and secure agreement to service models and configurations that meet the needs of the local population, are consistent with the agreed strategies and can be delivered within available budgets.
- To ensure that effective commissioning is evidence-based on local demographics and assessments of need, is market tested and informed by the knowledge and experience of service users and carers, and that contract management and service review processes are in place and operating to all required standards.
- To be responsible for the timely procurement of contracts in line with the agreed plans, including taking lead responsibility for the development of service specifications and performance indicators and for contract negotiation, in liaison with the procurement, legal and finance teams
- In co-operation with the Senior Quality Assurance & Contracts Monitoring Manager, to oversee the monitoring of performance of services by contract monitoring staff and ensure that the services are delivered in line with service specifications and accepted good practice.
- To contribute to the development of good working relations and collaborative arrangements with relevant third-party organisations including private, voluntary and other public organisations and, working closely with NHS commissioners where appropriate, to provide visible and motivational leadership across the systems relating to this service area, with the aim of instilling a common sense of purpose and a shared commitment by all providers to the agreed strategic aims.
- To undertake engagement, consultation and coproduction with service users, carers and providers to inform commissioning intentions which reflect service user identified outcomes.
- To manage budgets for services within this area which sit outside of operational control, ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
- To maintain an awareness of other cross-cutting priorities and funding streams to reduce duplication and maximise opportunities.

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 promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 the Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the councils.
- 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

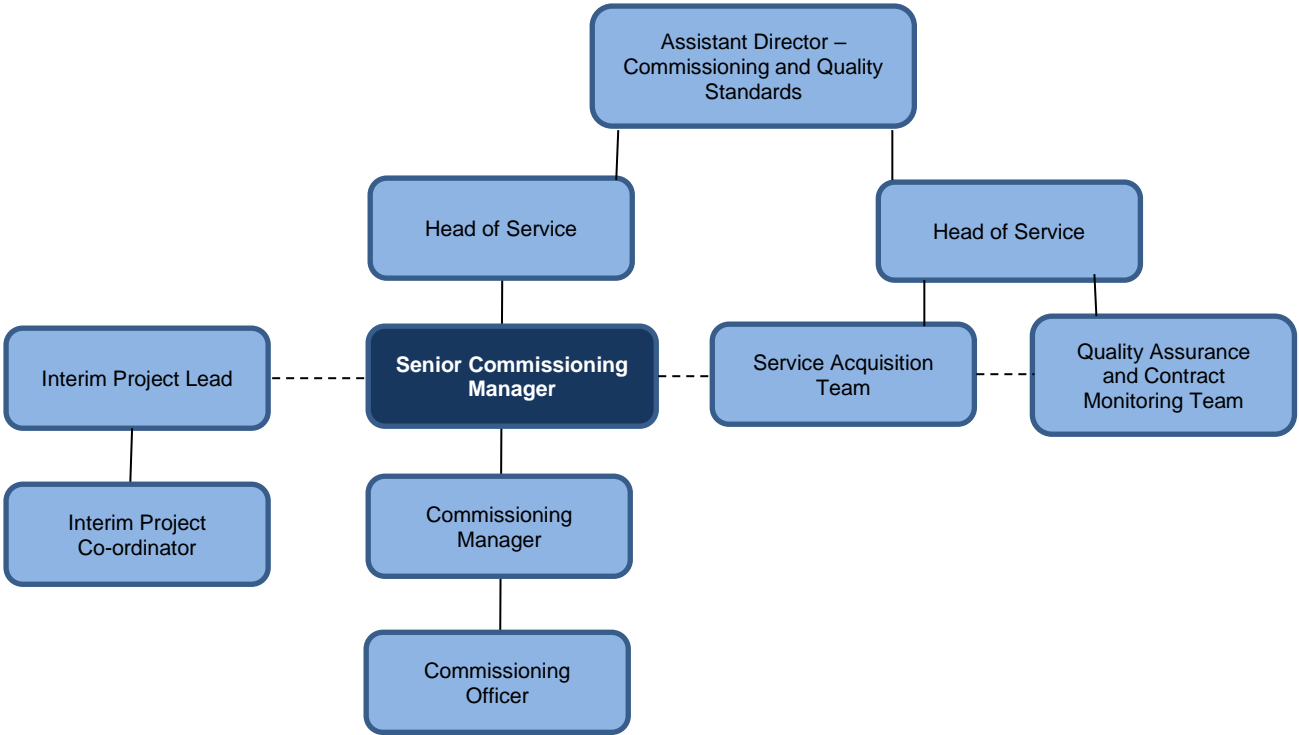
Following an extensive review of its commissioning of mental health services, the Councils are undertaking an ambitious transformation programme on the service offered to people with a mental health condition. This will involve transition from a service primarily based on spot purchase to one that is strategically commissioned. This will involve enhancing the provision commissioned in line with updated service models, whilst maintaining a clear focus on value for money. There is a strong focus on co-production with services users and carers, and co-operation with NHS colleagues including the South London Mental Health and Community Partnership.

The post-holder will head a new delivery team, partly created through consolidation of existing roles and partly through new investment, leading on the implementation of the review recommendations. They will have line management responsibility for the Commissioning Manager and will oversee the work plan of the Commissioning Officer, and will be supported by interim project management staff as well as dedicated additional resources in the Service Acquisition Team and the Quality Assurance and Contract Monitoring Team.

The work will involve attendance at some meetings which take place outside normal working hours.

The post will support the commissioning of and oversee contracts of varying sizes and values.

Team Structure



Person Specification

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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:

Learn more about our journey and values by watching this video:

[Launching our new Values - YouTube](#)

- Think bigger.
- Embrace difference.
- Lead by example.
- Connect better.
- Put people first.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
In depth knowledge of services supporting people living with a mental health condition and the government's agenda in relation to these areas.		I
Sound knowledge of service provider and commissioning roles in relation to mental health services and the contribution made by statutory and voluntary organisations		I
Understanding of the local authority role in developing and delivering regulated services for adults with social care needs		I
Understanding of the analysis of business intelligence data sources, and how this applies to commissioning regulated services for adults with social care needs		I
Experience		
Demonstrable experience of working in partnership with stakeholders to bring about change to improve the wellbeing of local communities		A/I
Experience of project management		A/I
Experience of delivering end to end procurement projects in accordance with Public Procurement Regulations		A/I
Proven experience of commissioning major contracts and making improvements and changes to significant service provision		A/I
Experience of managing complex budgets effectively		A/I
Skills		
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)		I/T
Well-developed analytical, data analysis, problem solving skills		I/T
A high level of competence in using standard IT packages including word processing and data analysis packages		I/T
Excellent leadership and staff management skills including influencing, negotiating and motivating		I
Qualifications		
Educated to degree level or equivalent experience		A/C
Evidence of continuous professional development		A/C

A – Application form

I – Interview

T – Test

C - Certificate