

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Commissioning Manager – Substance Misuse	Grade: MG1
Section: Commissioning and Quality Standards	Directorate: Adult Social Care and Public Health
Responsible to: Assistant Director of Specialist Commissioning	Responsible for: 2x Commissioning Officers
Post Number/s:	Last Review Date March 2025

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 the implementation and local delivery of the Substance Misuse Strategy and underpinning commissioning activity across Richmond and Wandsworth.

The main responsibilities will include leading the commissioning of services, planning and development of services across both boroughs; procurement of new services, maintenance of provider and stakeholder relationships, and working with Public Health



and NHS colleagues locally and across South West London in the development and implementation of strategic plans for substance misuse services.

Specific Duties and Responsibilities

- To lead the commissioning of substance misuse services in conjunction with key stakeholders to promote prevention and early intervention, to improve access to services and evidenced based support that promotes recovery.
- To play a leading role alongside partners in continuously developing the current offer by co designing an inclusive service offer that promote access to treatment and improves performance across different pathways.
- In collaboration with colleagues in Public Health to design and secure agreement to new service model configurations that meet the needs of the local population that can be delivered within available budgets.
- In collaboration with colleagues in Public Health 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 and drivers for change.
- 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 by working as part of a wider management team covering Learning Disabilities and Substance Misuse.

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, handling complaints 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

Across Richmond and Wandsworth there is a shared ambition amongst partners to combating drugs use and the harm experienced. The specific needs of the populations of Richmond and Wandsworth are different, and the post holder will be required to tailor commissioning plans according to the needs of each borough whilst ensuring local plans align to delivering the National Strategy.

There is a strong focus on co-production with services users and carers and a key priority for the post holder will be to establish and embed a LERO (Lived Experience Recovery Organisation) model to give direction to the planning, design and delivery of services.

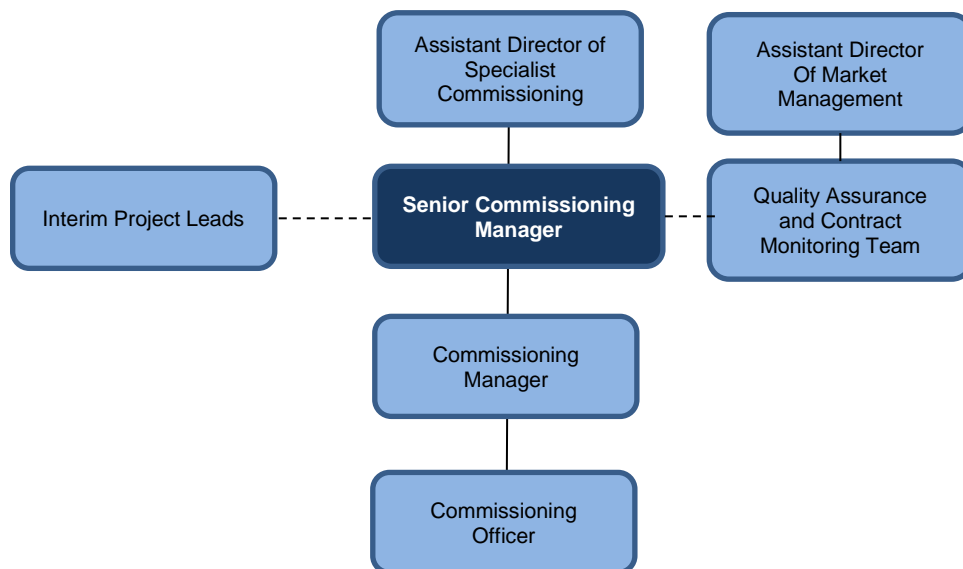
The post-holder will also be responsible for developing and implementing additional grant funding programmes as made available by Government.

The post holder will have line management responsibility for 2 Commissioning Officers 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

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](#) 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)	Essential/ Desirable
Knowledge		
In depth knowledge of substance misuse services and promoting recovery for people with substance misuse related needs and the government’s agenda in relation to these areas.	I	Essential
Sound knowledge of service provider and commissioning roles in relation to substance misuse and the contribution made by statutory and voluntary organisations	I	Essential
Understanding of the Public Health role in developing and delivering substance misuse services.	I	Essential
Understanding of the analysis of business intelligence data sources, and how this applies to commissioning regulated services for adults with social care needs	I	Desirable
Experience		
Proven leadership experience and ability to work with multiple partners and stakeholders to deliver the strategic ambitions of the Local Authority and Public Health	A/I	Essential
Demonstrable experience of working in partnership with stakeholders to bring about change to improve the wellbeing of local communities	A/I	Essential
Demonstrable experience of programme management and ability to lead multiple workstreams and projects.	A/I	Essential
Proven experience of commissioning major contracts and making improvements and changes to significant service provision	A/I	Essential
Proven experience of commissioning substance misuse services and the expected standards and requirements in relation to these services.	A/I	Essential
Experience of developing business cases including the assessment of the financial case for change.	A/I	Desirable
Skills		
Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and service users	A/I	Essential
Excellent literacy and the ability to prepare clear concise written reports (e.g. strategies, business cases, service reviews, specifications)	I/T	Essential

Well-developed analytical, data analysis, problem solving skills	I/T	Essential
Ability to apply project management and programme management methodologies to ensure the timely deliver and management of schemes of work.		Essential
A high level of competence in using standard IT packages including word processing and data analysis packages	I/T	Essential
Excellent leadership and staff management skills including influencing, negotiating and motivating	I	Essential
Qualifications		
Educated to degree level or equivalent experience	A/C	Essential
Evidence of continuous professional development	A/C	Desirable

A – Application form / CV

I – Interview

T – Test

C - Certificate