

Job Profile

comprising Job Description and Person Specification

Job Description

Job Title: Senior Commissioning Manager	Grade: MG1
Section: Learning Disabilities Commissioning	Directorate: Adult Social Care and Public Health
Responsible to following manager: Head of Commissioning, Learning Disabilities	Responsible for following staff: Senior Commissioning Officer
Post Number/s:	Last review date: May 2021

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. 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 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. The role will oversee the commissioning of supported living, extra care and residential services and community support services that support people with learning disabilities to attain meaningful life skills through a variety of innovative activities.
- To lead on the development and 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

- In conjunction with the Adult Social Services operational team and other key stakeholders, to lead the commissioning of social care services for adults with a learning disability and/or autism including planning services to respond to the needs of young people in transition from children's services.
- Alongside other key stakeholders, co design and implement local strategies that relate to the service area, in particular leading on the development and the shaping of the local provider markets to ensure inclusive and innovate services are provided in the local community.
- To ensure services are delivered within the available budgets and demonstrate value for money
- To ensure that effective commissioning is evidence based on local demographics, market tested and that contract management and service review processes are in place and operating to all required standards 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 ensuring that the services are delivered in line with service specifications and accepted good practice
- To contribute towards 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 produce and present reports to relevant decision makers including senior managers, multi-agency groups, boards and elected members.
- 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 maintain an awareness of other cross-cutting priorities and funding streams and actively seek opportunities to reduce duplication and maximise opportunities
- To provide effective management of staff; including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters

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 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

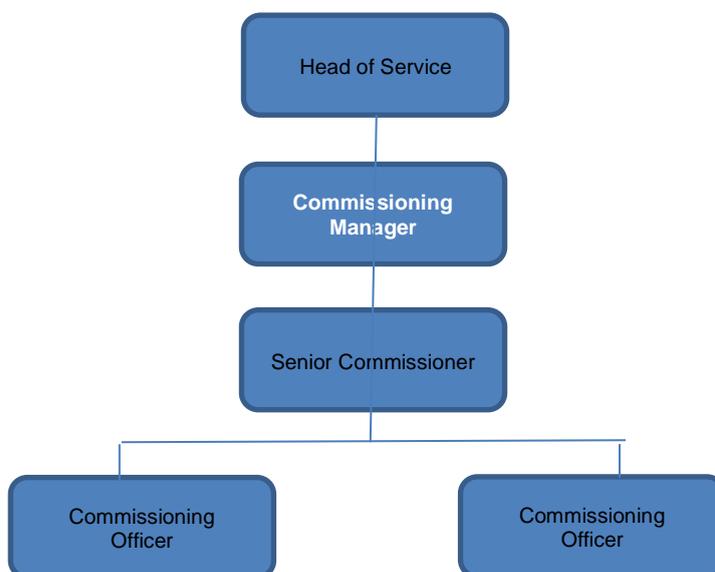
Additional Information

The post-holder will have line management responsibility for the Senior Commissioning Officer and overseeing the work plans of the Commissioning officers.

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

The department is undertaking an ambitious transformation programme to modernise its service offer and ensure people with Learning Disabilities are supported by their local communities to be active citizens and make a valued contribution to their local communities. This will require the full portfolio of commissioned services to be redesigned and recommissioned over the next two years. This provides a really exciting opportunity to learn from the COVID 19 pandemic and design services that are fit for the future and the new generation of young adults transitioning from Children’s Services.

Current 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:

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)
Knowledge	
In depth knowledge of services supporting people with a learning disability and/or autism and the government's agenda in relation to these areas	I
Sound knowledge of service provider and commissioning roles in relation to learning disability 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
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

T – Test

I – Interview

C - Certificate