

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Commissioning Manager	Grade: PO6
Section: Commissioning	Directorate: Adult Social Care and Public Health
Responsible to following manager: Head of Commissioning – Learning Disability	Responsible for following staff: Commissioning Officer x1
Post Number/s:	Last review date: September 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.

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 lead on the development of meaningful daytime opportunities for people, (including supported employment) across a range of vulnerable adults.
- Commissioning Manager roles will require broadly similar skills and abilities and will operate in both the Prevention and Wellbeing and Adult Social Care teams, requiring slightly different application of skills and knowledge to meet the different market/client requirements.

We are currently seeking an individual with experience of working within Adult Learning Disabilities and a passion for improving the lives and outcomes of people with a Learning

Disability. The post holder will manage the 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

- 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

To manage Commissioning Officers x 1

Person Specification

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Our Values and Behaviours⁴

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 –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Good knowledge of social care and health policy and legislation		A/I
A good understanding of the use of analytical tools and techniques		A/I
Project/programme management techniques and tools		A/I
Experience		
Experience in line management, preferably in an adult service environment		A/I
Experience of working within adult social care		A
Experience of managing and motivating staff		A/I
Experience of leading a change project		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 (eg strategies, business cases, service reviews, specifications)	A/I
Financial skills to analyse budgets and commission value for money services	A/I
Creative thinker with the ability to analyse, think innovatively and solve problems	A/I
Excellent IT skills and ability to make effective use of IT	A/I
Qualifications	
Educated to degree standard or equivalent by recent and relevant work experience	A/C

A – Application form

I – Interview

T – Test

C - Certificate