**JOB DESCRIPTION**

**CHILDREN’S AND JOINT COMMISSIONING SERVICES**

**JOB TITLE:** HEAD OF STRATEGIC COMMISSIONING, ADULTS

**DIVISION:** JOINT COMMISSIONING

**GRADE:** BAND 15

**RESPONSIBLE TO:** ASSISTANT DIRECTOR, JOINT COMMISSIONING

**POST REFERENCE:**  SR-105581

**Purpose of Post**

To act as lead commissioner for adults and community based services working on behalf of Hartlepool Borough Council to plan, manage, co-ordinate and deliver all aspects of the commissioning function as part of the Joint Commissioning Team as well as providing strategic leadership, in relation to joint commissioning services, across Council departments and teams.

The post holder will work closely with other colleagues and directorates within the Council to ensure that services commissioned for all people living in Hartlepool are high quality, effective services that deliver the best possible outcomes within the available resources.

The Head of Strategic Commissioning, Adults will also have a key role to play in co-ordinating joint working between agencies including clinical commissioners, providers, people using services, carers, the voluntary sector and the public to ensure that services are developed and delivered to meet local needs.

To have line management responsibilities for the following areas:

* Adults commissioning team
* Management Information Team

**Key Relationships**

* Corporate and departmental management teams
* Officers within Hartlepool Borough Council
* Elected members
* Social care providers
* Health providers
* Clinical Commissioners
* Other local authorities
* Service providers
* Independent and voluntary sector and local community groups

**Main Duties and Responsibilities**

* Act as lead commissioner for adult services, planning, managing, co-ordinating all aspects of the commissioning function including management information.
* Develop and deliver commissioning strategies to meet the social care and support needs of adults with social care needs, working with NHS partners to identify local service development and redesign priorities and opportunities for joint working.
* Develop, review and improve commissioning systems ensuring that comprehensive arrangements are in place for an agreed portfolio of contracts with service providers with a focus on outcomes and measurable quality standards.
* Ensure that all commissioned services are of a high quality, provide good value for money, are needs-led and people-centred, and develop and implement systems that provide on-going assurance of the quality of care that is commissioned.
* Facilitate the involvement of people who use services and their carers in commissioning and review of services.
* Lead the strategic development of market engagement and the preparation of market position statements relating to the current supply of, and future demand for, services for adults.
* Co-ordinate joint working between agencies including clinical commissioners, providers, people using services, carers, the voluntary sector and the public to ensure that services are developed and delivered to meet local needs.
* Ensure full compliance with all relevant Care Quality Commission standards
* Ensure full compliance with Local Authority systems including risk management, performance monitoring, staff supervision and appraisals and contribute to a workforce development plan, providing assessment of future staffing requirements in relation to service developments and commissioning plans.
* Lead the effective management of financial resources including a variety of Council budgets and relevant funding streams.
* Lead on the effective risk management in the key functional areas of the post.
* Ensure that staff recruitment, training and deployment best match service needs.
* Portray a positive image of the local authority both internally and externally at all times, acting in accordance with the confidential nature of Council business.
* Represent the Council in Hartlepool, regionally and nationally and with other agencies, working together to improve services and deliver key objectives.
* Deputise for the Assistant Director, Joint Commissioning as and when required.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: July 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**