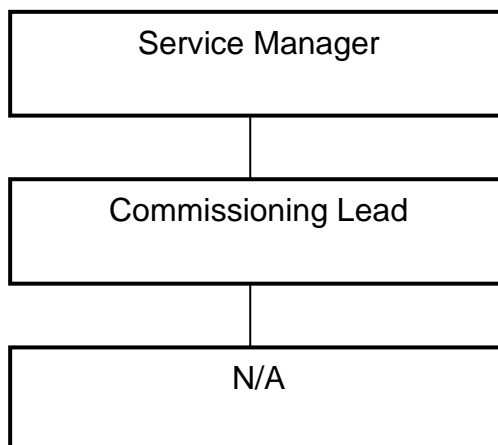




# Job Description & Person Specification

<b>Post Title</b>	Commissioning Lead				
<b>JE Reference</b>	S86	<b>Grade</b>	I	<b>SCP Range</b>	44-46

## Reporting line:



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## Job Purpose:

The post-holder will support the Service Manager in, strategic planning, commissioning and performance management of services in partnership with other statutory, independent and third sector organisations, taking fully into account the views of customers and their carers.

The job aims to ensure quality and cost effective solutions to keeping all residents of Redcar & Cleveland healthy, independent and, where needed, cared for. This will be delivered through the development of evidence based services, robust procurement processes and effective market facilitation.

Safeguarding vulnerable adults is a core underpinning principle of the above.

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## Relationships:

**Accountable to:** Service Manager

**Accountable for:** N/A

**General Contacts:** NHS Organisations, Other Statutory Sector Organisations within the Borough, Private, Independent and Voluntary Sector Partners, Clinical Commissioning Groups, GPs and Primary Care Professionals, Customers and their Carers, Staff in operational services, Staff in In House Provider Services, Staff in Finance and HR, Health and Well Being Board and other relevant Partnerships.

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**Key duties and responsibilities:**

1. To lead on strategic planning and commissioning of services for specific population groups on behalf of Redcar and Cleveland Borough Council. This will be undertaken in partnership with the NHS where appropriate so that plans are integrated and commissioning may be undertaken jointly as appropriate.
  2. To undertake regular population needs assessment and service evaluation in line with national and local requirements and ensure the views of excluded people such as those with mental health needs or sensory impairments or from minority ethnic communities are taken into account.
  3. To commission with an emphasis on personalisation, reablement and the promotion of personal responsibility.
  4. To implement robust arrangements with service providers to ensure services are high quality, value for money and achieve outcomes, taking remedial action as necessary if this is not the case.
  5. To commission in accordance with the Council's procurement approach.
  6. To commission efficient services to make the effective use of available resources, encouraging innovation from service providers to maximise outcomes and minimise cost.
  7. To engage and involve people in genuine consultation and engagement, ensuring their views are fed into service planning and influence the development of future services.
  8. To develop and implement Commissioning Strategies and report locally, regionally and nationally on performance on a regular basis.
  9. To undertake service planning and redesign, including decommissioning where necessary and to ensure the best use of resources in negotiation with key stakeholders.
  10. To support relevant partnerships including the Health and Well Being Board ensuring progress and timely delivery of the commissioning strategies.
  11. To contribute to the strategic commissioning of other relevant and associated services to ensure services are responsive to the overall level of need for the future and flexible for all client groups as individuals.
  12. To manage and maintain an overview of relevant commissioning budgets including any Pooled Budgets and NHS partnership agreements (eg section 75, Section 256).
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### **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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**Last Updated:** January 2017

**Author:** Janet Evans

POST TITLE	GRADE
Commissioning Lead	I

### **NOTE TO APPLICANTS**

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Extensive post qualification experience</li> <li>• Working in a health or social care environment</li> <li>• Working within stakeholder partnership forums</li> <li>• Performance Management and Business planning</li> <li>• Managing and monitoring major budgets</li> <li>• Managing and implementing major change</li> <li>• Project Management</li> </ul>	<ul style="list-style-type: none"> <li>• Operational management and delivery of services in a large and complex public sector organisation or equivalent</li> </ul>	A, I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Team-working</li> <li>• Project management – demonstrable outcomes</li> <li>• Analytical – able to interpret data and synthesise information from different sources</li> <li>• Financial skills – able to manage budgets and with competent financial forecasting skills.</li> <li>• Computer literate – able to use</li> </ul>	<ul style="list-style-type: none"> <li>• Allocate adequate time and resources for the completion of targets.</li> <li>• Make difficult decisions effectively under pressure.</li> <li>• Plan for change management and keep staff informed.</li> <li>• Use performance information to judge performance</li> </ul>	A, I

	spreadsheets and computerised information systems <ul style="list-style-type: none"> <li>• Well-developed written and oral communication skills – able to present complex information in accessible ways</li> <li>• Ability to communicate with people who use services, wider public and managers at all levels</li> <li>• Ability to assess results of surveys and consultations and to identify priorities and trends</li> <li>• Ability to develop policies on issues such as risk</li> </ul>		
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• First degree or equivalent (Managerial or professional qualification)</li> <li>• Knowledge and experience of project management and managing multiple stands of work</li> <li>• Knowledge of commissioning across at least one population group and world class commissioning principles</li> <li>• Knowledge of Change Management</li> <li>• Knowledge of the transformation agenda for social care and health services and of the systems for assessment and case management</li> </ul>	<ul style="list-style-type: none"> <li>• MBA or NVQ Level 5</li> </ul>	A, I, C
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</li> <li>• Commitment to own continuous personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Evidence of own continuous personal and professional development</li> </ul>	A, I, C

	<ul style="list-style-type: none"> <li>Strong team player, committed to an ethos of continuous improvement</li> </ul>		
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>Commitment to equal opportunities and the ability to recognise the needs of different service users</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of having completed training in equality and diversity awareness</li> </ul>	A,I
<b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Commitment to provide a customer-focussed service</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of surpassing customer expectations or service targets / goals</li> </ul>	A,I

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM   C = CERTIFICATE   E = EXERCISE   I = INTERVIEW   P = PRESENTATION   T = TEST   AC = ASSESSMENT CENTRE  
R = REFERENCE