Job description

Job title: Strategic Commissioning Manager
Grade: Grade 15
Job evaluation reference: BA2003
Job family: Business, Policy and Administration

Purpose and impact

1. To assist appropriate Head of Service, Senior Manager or relevant board in the strategic commissioning of services and in policy and service development.
2. To create effective frameworks, strategies and policies for jointly commissioned services with partner agencies.
3. To ensure robust commissioning outcome and/or delivery of service to achieve agreed outcomes.
4. To contribute to the development of commissioned services as required.

Key responsibilities

5. To lead, manage and be accountable for the work of a designated team or teams in accordance with County Council policies and procedures within the range of delegated duties.
6. To lead on the development of appropriate strategies, policies and plans relating to commissioning of services.
7. To represent the service at internal and external groups and be responsible for maintaining a wide range of contacts to ensure the effective delivery and provision of the service.
8. To take decisions leading to the setting of work standards for others leading to changes in procedures or practice, and with a major impact on the service.
9. To review, develop and manage the commissioning programme for specific service areas to ensure the effective delivery of commissioning strategies. This will include undertaking needs analyses of appropriate service areas, resource and market analyses, together with the identification of priorities and gaps in current commissioning arrangements.
10. To develop strategic aims, objectives and targets for the service area and produce commissioning plans.
11. To co-ordinate the relevant commissioning, procurement and contracting activities for the designated service area and ensure that these are carried out in accordance with legislation, council and partnership policies and procedures, EU procurement regulations and principles of good practice.
12. To develop partnership arrangements with a range of local and regional external organisation including Health trusts, the independent sector, other service providers in the public and private sectors.
13. To establish effective mechanisms for the involvement of service users, carers voluntary organisations and other stakeholders in the planning and evaluation of services.
14. To co-ordinate the evaluation of services and promote the development of new models of service delivery.
15. To provide expertise and advice on best practice in relation to commissioning of services in the designated service area, including advising on new legislation and policy guidance and to take the lead where appropriate on national initiatives.



16. To produce information and prepare reports for a range of internal and external bodies, as required.
17. To manage any delegated budgets and ensure financial responsibilities are met.
18. Where the post is based within the Children's Services Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
19. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
20. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Appropriate manager as specified in the Context Statement
Responsibility for: Staff at this level will be expected to manage a team or teams of designated staff as requires

In addition to the key responsibilities, as a people manager you will also:

- Lead and manage team dynamics and performance by setting clear expectations, providing regular feedback, and ensuring high-quality delivery through effective quality assurance practices.
- Create an inclusive and supportive team environment that ensures continuous learning, professional development and good wellbeing, aligning to the council plan priorities, people and culture strategy, and responsibilities set out within our people management policies and requirements.
- Lead and champion opportunities for service improvement, innovation and change by taking accountability for its successful implementation, ensuring team members are engaged, motivated, and supported throughout transitions, whilst role modelling new ways of thinking and working.

Other factors

Contacts and Relationships

21. To be responsible for the outcome of relationships with a wide range of internal and external contacts to ensure the effective delivery/provision of the service. Contacts are likely to involve partnership working and be complex and/or contentious with a measurable effect on the service and the work of the Council.

Works Demands

22. To work within frequently changing circumstances and conflicting priorities with responsibility to change the priorities of others.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Educated to degree level or equivalent professional qualification in a relevant discipline	Application form
Experience	
2. Demonstration of substantial experience at a senior level in a management role with commissioning expertise preferably in a health and social care setting	Application form
3. Experience of management within the following areas: – Financial and resource management skills – Delivery of operational services – Relevant social care and health policy and strategy development – Team management	Application form
4. Experience of designing and managing complex projects	Application form
5. Proven experience of managing change including cultural change and service improvement	Application form
6. Experience of partnership working with a range of stakeholders from different services and professions	Application form
Knowledge	
7. Expert knowledge of the current relevant legislation and national policy and performance framework for the designated service area	Application form Interview Assessment
8. Operational knowledge of the relevant service area	Application form Interview Assessment
9. Sound knowledge of commissioning processes	Application form Interview Assessment
Skills and abilities	
10. Well developed project management, planning and organisational skills	Interview Assessment
11. High level of analytical, numerical and problem solving skills	Interview Assessment
12. Effective leadership and motivational ability	Interview Assessment
13. High level presentation and influencing skills	Interview Assessment
14. High level of communication and negation skills	Interview Assessment

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15. Ability to work in partnership across agencies to achieve joint goals	Interview Assessment
16. IT literate	Interview Assessment
17. Ability to prioritise and work with competing deadlines	Interview Assessment
Our values	
18. Respect	Interview Assessment
19. Together	Interview Assessment
20. Accountability	Interview Assessment
21. Openness	Interview Assessment
22. Curiosity	Interview Assessment
Other	
23. Ability to fulfil the travel requirements of the post.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	**Assessed through:**
24. Professional qualification in social care or health	Application form
25. Management qualification	Application form
Experience	
26. Experience of attending or presenting to Committees or Boards	Application form
27. Experience of developing service plans	Application form
Knowledge	
28. Knowledge and ability to understand and communicate conceptually complex processes	Application form Interview Assessment
Skills and abilities	
29. Understanding of procurement processes	Interview Assessment
30. Understanding of the local authority working environment	Interview Assessment

Approval

Manager's job title:
Date:

