



Closing date: 01/07/2021

Interview date: TBC



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Welcome from the Assistant Director: Commissioning

Dear Candidate,

Thank you for your interest in this Head of Commissioning role.

This is an exciting opportunity to join our dynamic team, here at Bracknell Forest. This role sits within the People directorate where there are six key departments: Adult Social Care, Children's Social Care, Commissioning, Early Help & Communities, Education & Learning and Public Health.

Our vision is to provide the best possible opportunities for the people in our community. We work in close partnership with local organisations such as in health and housing, with a strong focus on prevention and proactivity. Our ambition is for everyone to be able to access the right opportunities that they need to thrive. With real outcomes for real people at the heart of every service we provide, our goal is to keep more families safely together and, by providing the right support at the right time, enable people to live as independently and well as possible, for as long as possible.

In the same way that our community is diverse, we seek to be inclusive in our own teams.

Our employees are motivated to have an impact on the community, and we look for individuals who are proactive in developing and improving our practices. We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience and drive to help us achieve our vision.

If this sounds like the sort of organisation you'd like to work with, then we would love to hear from you. I hope that the information in this application pack will be useful in supporting your application with Bracknell Forest Council.



Thom Wilson

Assistant Director: Commissioning



About Bracknell Forest Council

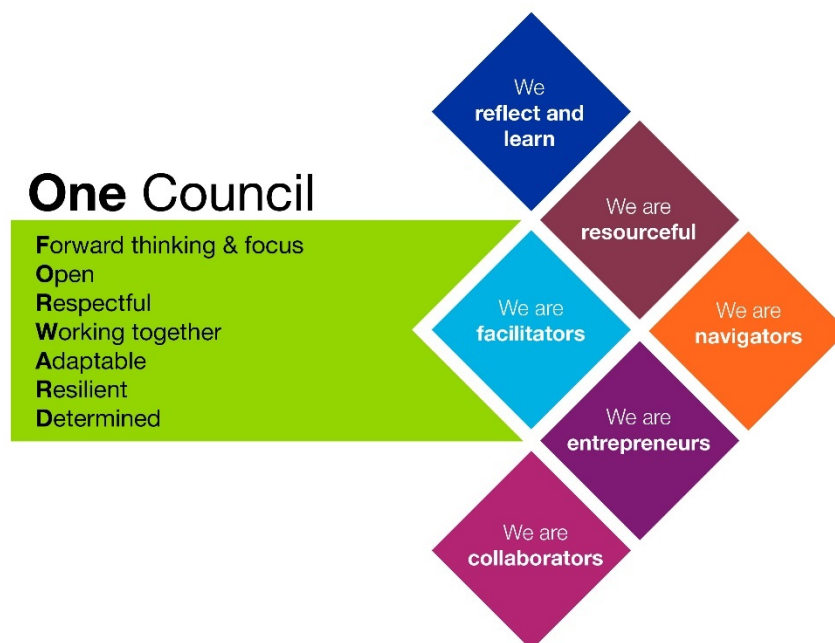
Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going. In 2018 we scooped the prestigious 'Council of the Year' title in the iESE awards. We are the first post-war new town to be comprehensively master planned, demolished, reconfigured, and rebuilt. The town's regeneration saw the successful launch of The Lexicon in 2017; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

A career with us means having everything you need to build on your existing skills and to work with the Executive team to build better relationships and communities. This is your chance to make a lasting impact.

Bracknell Forest is located in East Berkshire. It is conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30-minute drive. Bracknell benefits from a regular rail service from Reading to London Waterloo.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.



We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; and, that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!



The Role

Our Commissioning Team works as part of the Commissioning Service within our People directorate.

As Head of Commissioning you will play a key role in helping us to realise our ambitions. You will lead four teams at the heart of the Directorate, shaping our approach to strategic commissioning as we seek creative and effective ways to improve outcomes for the local community. You will be joining us at an exciting time as we progress with the next phase of our transformation and seek to build on new partnerships forged during the pandemic.

You will be joining a dynamic team with colleagues leading on quality assurance, safeguarding and business intelligence. Our aim is to provide strategic leadership across the Directorate and the council, whilst supporting operational delivery and pursuing opportunities to work more closely with our colleagues in the NHS and beyond.

You will take the lead on developing our Access to Resources Team and ensuring that we use data, intelligence and feedback from our colleagues and residents to shape the local market of services. Our highly performing commissioning team has now been in place for two years, we are looking for a candidate to lead them to the next level.

What we can Offer You

Salary

The salary for this role will be within the local Bracknell Grade A.

The grade range is £64,749 to £70,787; the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £626 per annum.

Contract Type

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

There are always occasions that arise that you don't want to miss when coming into work later than normal or leaving early would allow you greater flexibility. Using our flexitime system, you can work flexibly if and when the need arises. You can also accrue time to take time off without using your annual leave – you will be able to take up to one full day or two half days off each month if you have worked beyond your contract hours.

Naturally we always need to maintain adequate cover – so you'll need to check the situation first with your manager.

This post will be offered as a permanent appointment subject to three months' notice.



Location

This position is based at Time Square, Market Street, Bracknell, but we work flexibly. At present our Commissioners are working from home. Post-Covid, attendance at the main office will only be required as and when necessary to work collaboratively with colleagues – probably averaging no more than 1 or 2 days per week. **If you are interested in the role and want to talk about working remotely then please get in touch for a discussion.**

Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre however all staff can make the most of the following:



Buying and selling annual leave



Travel Benefits



Shopping Vouchers



Leisure Membership



Dental Plan

...and many more!

Annual Leave

The annual holiday entitlement for this role is 27 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Workstyle

Your work style is "Free". This is because your job requires you to work away from a desk on a regular basis. Roles involve working in the field, attending meetings at an alternative workbase and other office, working in other locations, eg schools, doctors surgeries and could in part be done at home or another location for a proportion of the working week.



The extent, timing and location of remote working will be by agreement with your manager and local working practices. For further details on our workstyles, please get in touch with the HR Support Hub, as detail at the start of this document.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all our employees to take up the wide variety of learning and development available on-line. There are a wide range of on-line learning opportunities available for new equipment as well as legal updates such as; the Care Act, Mental Capacity Act. Quarterly CPD sessions are carried out with all the Occupational Therapists working at Bracknell Forest as well as annual manual handling updates.

We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.

Parking

There is very restricted parking at our town centre offices. If you would like a car parking space when you start your employment with us we will send you an online form to complete. Please note there will be a charge for parking which will depend on your salary and working hours. You will receive further details from the HR department after a conditional offer has been made. To find out more information about parking at Bracknell Forest Council visit <https://www.bracknell-forest.gov.uk/roads-parking-and-transport/parking/bracknell-town-centre-parking>

Alternatively, the bus and train stations are nearby.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.



Job Title	Head of Commissioning
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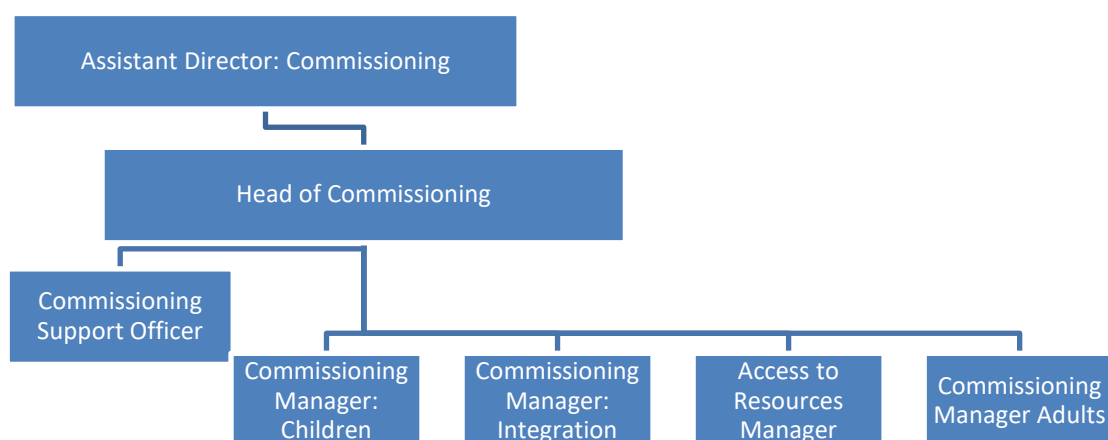
Salary	£64,749 to £70,787 plus £626 London Weighting
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Directorate:	People	Section/Location:	Commissioning
Grade/Salary Range:	BG-A	Work style:	Free

Key Objectives of the role

- To provide professional and effective leadership to commissioning for People Services
- To oversee a range of commissioning reviews and projects ensuring that they deliver expected outcomes in a timely way
- To ensure that all aspects of the commissioning cycle are implemented in a consistent, safe and efficient way in order to the council supports excellent outcomes for our residents and outstanding value for money for the taxpayer
- To play a leading role in shaping integrating working with the NHS and lead as appropriate on joint commissioning arrangements and projects
- To ensure strong oversight and development of Strategic and operational commissioning across the People Directorate, including management for the Access to Resources team

Designation of post and position within departmental structure



Daily and monthly responsibilities

Service Responsibilities

- To lead and manage:
 - Adults commissioning
 - Children's commissioning
 - Joint commissioning
 - Better care fund
 - Operational commissioning / Access to Resources



- Ensuring they demonstrate continuous improvement and meet the needs of resources and both internal and external customers
- To ensure that commissioning teams maintain consistent high-quality processes and reporting in relation to all aspects of the commissioning cycle. Ensure all services comply with regulatory standards.
- Work with colleagues to establish opportunities for savings and efficiencies, developing these into achievable initiatives and ensuring successful delivery. Through this contribute significant financial savings.
- Be responsible for and effectively manage the range of budgets available for commissioned services, ensuring that funding is maximised and resources effectively deployed, monitored and controlled to provide optimal and quality of service.
- To effectively monitor income and expenditure for relevant budgets and producing forecast variances for reporting through the monthly budget monitoring process

Strategic Commissioning

- To lead on the development and implementation of strategies and initiatives which will deliver high quality services for Bracknell Forest residents
- Ensure that the voice of individuals and families receiving services are central to the process of developing services and projects, as well as in reviewing and improving the provision of services.
- To lead on the development and implementation of commissioning related projects, transformation activity and market development.
- To ensure robust systems for appraisal, supervision and monitoring of performance to support the delivery of service aims and objectives.
- To build key relationships and lead effective liaison, negotiations and communications with a wide range of stakeholders and for partners to ensure involvement in critical decisions.
- To ensure a strong approach to commissioning grounded in best practice, innovation and reflective learning.
- To ensure that the commissioning model and approach is actively understood across the People Directorate with strong relationships across operations, public health, and corporate services.
- To provide strategic insight and leadership across partnership commissioning, including identifying opportunities for collaboration, strategic provider management and sharing of best practice.

Market & Contract Management

- Developing the approach and future shape of all commissioned services and providing strategic direction and management to deliver and improve service performance.
- Ensure that internally and externally commissioned services are developed within a person-centred framework that maximises prevention, independence, value for money and social inclusion.
- To ensure strong grip on People directorate contracts supporting CMT, DMT, with ownership of a robust contracts register and contract management approach.



- Utilising wide range of data to ensure that fee's and provider sustainability is aligned with market shaping activity and the resources available in the council.
- Coordinating and implementing a strategic supplier and category management strategy to ensure the Council is approaching the market with a consistent voice and approach
- Maintaining the market management roadmap to ensure alignment to the corporate goals

Operational Commissioning / Access to Resource

- To develop a high performing operational commissioning function that effectively implements commissioning arrangements and enables front line colleagues to access the best services and outcomes for our communities.
- Ensuring effective and efficient processes in place to secure care and support to meet the assessed needs of residents. Ensure that these represent best practice.
- Support continuous improvement of the Access to Resources function, using operational data to review and refine team processes.
- Maximise the effective use of data to align operational and strategic commissioning activities that support market shaping, strategic commissioning and operational commissioning priorities. Lead the development of data reporting and visualisation in order to support effective decision making.

Personal Responsibilities

- Undertake available learning and development opportunities and show commitment to continuous development to maximise potential and ensure the continued delivery of quality services.
- Maintain an extensive professional network of existing providers, potential future providers, fellow commissioners (both local and national) and engage with key strategic regional and national policy makers to inform development of strategy and policies.
- Provide clear, balanced and accurate advice and guidance to Directors and Lead Members on the strategic and operational service issues and challenges facing the service.
- Constantly scan the landscape of the public sector for opportunities for greater collaboration and potential shared service arrangements including joint ventures with the private sector.
- To comply with the Financial Procedure Rules in managing the council's finances, working in an open and consistent manner.
- To provide strategic, advice and guidance to all People AD's on the development and delivery of commissioned services including the relationship to the councils in house practice and provision to ensure the best outcomes for service users.
- To represent Commissioning at appropriate forums and deputise for AD commissioning as required - eg East Berkshire Commissioners, Strategic Procurement group, DMT.



- To actively promote the Council's values and behaviours in individual work and through the teams. To be proactive around diversity and inclusion in commissioning practice and across teams.
- It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

This is an expansive role spanning the whole of the People Directorate and beyond. It is a demanding post requiring extensive experience and managerial skills in order to ensure that the service contributes fully to the council's objectives.

The post is responsible for the management of the Joint Commissioning Teams and Access to Resources Team, and has personal responsibility for delivering a range of strategic priorities. The success of this post will directly relate to the success of the People Directorate in delivering according to budget and supporting people to achieve positive outcomes.

The post will be directly accountable to the Assistant Director: Joint Commissioning. It is a third tier post located within the People Directorate.

The post is responsible for ensuring safe and efficient management of staff and monitoring of budgets.

- The post holder will be responsible for the team that makes all adults and children's placements – which cost in excess of £20m annually – and for ensuring their quality and value for money.
- The post holder will be responsible for a range of commissioning reviews which will be required to deliver savings in adults and children's services which will be vital to achievement of a sustainable financial position for the council.
- The post holder will be directly responsible for team budgets in the region of £1.1m.
- Post holder will be the responsible manager for the effective use of the Better Care Fund, which is a council and CCG pooled budget amounting to more than £15m per year.

Bracknell Forest is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.



Person Specification: Head of Commissioning

KEY CRITERIA	REQUIRED	PREFERRED
Skills and qualifications	Degree level qualification	Higher degree
	Evidence of continued professional development	Management qualification e.g. DMS, MBA
	Evidence of training in relation to commissioning and related disciplines	Appropriate accreditation/ registration with a professional body
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge: Excellent understanding of commissioning, market development and transformation methodologies</p> <p>Up to date knowledge of issues and legislation relating to adults within Health and Social Care. Understanding of Government agenda for Adult/Children's services</p> <p>Knowledge of major issues facing Local Government, NHS Trusts and the private and independent Health and Social Care sectors.</p> <p>Experience: Experience of leading/managing all aspects of the commissioning cycle</p> <p>Professional expertise and experience in relation to commissioning, market development and contracting</p> <p>Provides effective project leadership to ensure that cross-cutting and service-related projects achieve desired outcomes</p> <p>Experience in planning, managing and reviewing complex change and improvement programmes. Display commercial confidence and the financial management skills to bring about demonstrable improvements in efficiency, value for money and income generation</p>	Experience in a senior leadership role in adults or children's services



Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes

Evidence of high level oral, written and presentation skills to enable the post holder to communicate effectively with a range of staff, managers and other stakeholders at all levels.

Skills:

Proven ability to analyse data and present in a meaningful way to inform decision making

Advanced problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them

Process orientated and organised – capable of devising, developing and maintaining systems to ensure effective and consistent commissioning and reporting

Highly developed and effective communication and inter-personal skills. Works collaboratively with others to deliver the best outcomes.

Effective change management skills and evidence of leading sustained improvements

Influencing skills, and ability to achieve own and partnership objectives through joint working

Presentation skills (qualitative and quantitative data) adapted for different audiences

**Work-related
Personal
Requirements**

Ability to work at a strategic level as a member of the Leadership Team.

Have exceptional leadership skills, modelling a strong performance culture and constructively building achievement, confidence and skills in others

Astute and able to work in a politically sensitive environment



Listens to, and works with colleagues to develop a compelling vision for the service in line with corporate strategy and influences and motivates others to achieve this

Proactive and self-motivated

Able to recognise and manage conflicting pressures

Able to work both collaboratively and independently using own initiative

Role model the Bracknell Forest Values and Behaviours

Make the right, transparent decisions and stand by them

Coach for growth and improvement

Hold people to account and celebrate their achievements

Asks for, reflects upon and acts on feedback

Drive, commitment and innovation to ensure strategic development of services

Ability to take responsibility and accept accountability at appropriate level

Motivated and person-centred values

Must work well as a team member, and alone.

Other Work Requirements

To attend some evening meetings

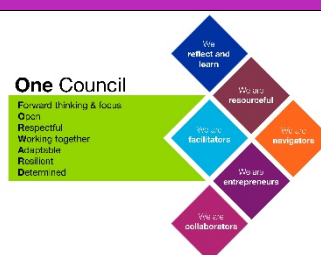
Current driving licence

KEY CRITERIA

ESSENTIAL

DESIRABLE

Role models and demonstrates the Council's values and behaviours





All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.



More about Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

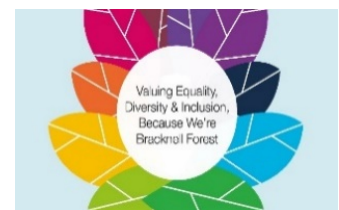
Successful completion of probation will be dependent on attendance at the Council's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

As part of the Council's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Working in the UK

You must be entitled to work in the UK before you can start work with us.

[Check your eligibility to work in the UK](#)



Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted based on ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.



All staff should always hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

Medical Questionnaire

You will be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us. You must declare any unspent convictions, cautions, reprimands, orders and warnings. To find out more about the recruitment of Ex-Offenders visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/guidance-recruitment-ex-offenders>

Our commitment to those with a disability

We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

If you are successful with your application, we will do our best to look at what reasonable changes or adjustments we can make to our working practices and workplace to overcome any effects of your disability.



What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable timeframe.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.



What happens next?

Once you have submitted your application to us it will go through a number of stages.

[View our recruitment process online](#)