

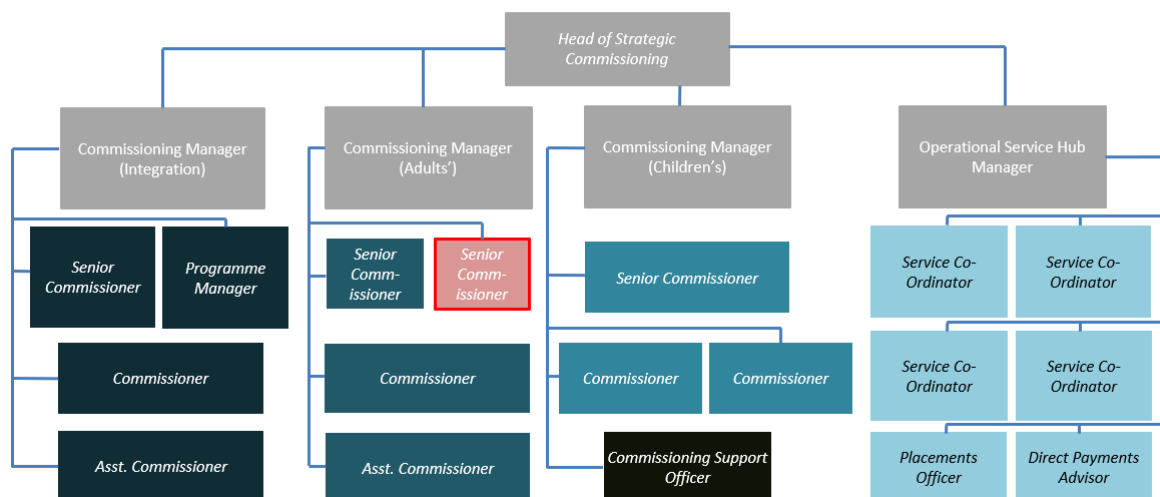
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Commissioner - Adults</b>		
<b>Directorate:</b>	<b>People Directorate</b>	<b>Salary:</b>	<b>£43,516 – £48,587 + LWA £663</b>
<b>Section:</b>	<b>Strategic Commissioning</b>	<b>Grade:</b>	<b>BG-E (SCP 37 – 42)</b>
<b>Location:</b>	<b>Times Square</b>	<b>Work Style:</b>	<b>Flexi</b>

### Key Objectives of the role

- To deliver a range of commissioning activities relating to all aspects of the commissioning cycle in a professional and effective way
- To undertake work that is highly complex in nature, across a range of activities, which are both related to a client group area and technical specialism
- To specialise on both a client group area and a technical aspect of commissioning, working as part of a team using matrix management. You will report to different managers in relation to different aspects of your work plan
- The **client group** area will be one of:
  - A. Integration
  - B. Adult Social Care
  - C. Children and Young People
- The technical area will be one of:
  - A. Commissioning Reviews
  - B. Market oversight and development
  - C. Contracting and procurement
- To provide expert advice and specialist support to senior managers, and colleagues throughout the council and partner organisations, forming strong relationships and acting as a trusted partner in relation to commissioning and strategic development of service areas
- To play a key role in the development of commissioning strategies for the client group area of responsibility
- To lead on ensuring a portfolio of contracts assigned to you deliver according to specification, and that you respond proactively to under-performance
- To ensure that work assigned to you is delivered effectively, with clear goals, plans and milestones, including where Matrix management applies and you are working on objectives for managers other than your line manager
- Provide technical advice in relation to your technical area. This will include working with your manager to establish best practice policy and procedures and supporting and training staff in other areas of the department
- To deliver commissioning reviews and projects ensuring that they achieve expected outcomes in a timely way
- Deliver all aspects of the commissioning cycle in a consistent, safe and efficient way in order that the council supports excellent outcomes for our residents and outstanding value for money for the taxpayer

# Organisational Chart



## Daily and monthly responsibilities

### Delivery and Leadership

- Reporting to the Strategic Commissioning Manager the post-holder is responsible for a portfolio complex of commissioning activities
- Be responsible for own outcomes and for ensuring that you remain focused on delivering according to priorities established for you. This will include responsibility both for a range of contracts (acting as contract manager) and project activities (relating to your technical specialism)
- Be responsible for ensuring that you model the council's values and behaviours, your personal productivity and for ensuring that you operate within the policies and procedures required by the council
- Develop expertise in relation to a technical aspect of commissioning and provide advice, support and leadership in this regard
- Utilise the tools and processes for delivering and tracking performance required by the Head of Strategic Commissioning
- Undertake your work in a way that activity supports the council to deliver outstanding value for money for the tax payer
- Take part in appraisal, supervision and monitoring of performance to support the delivery of service aims and objectives
- Undertake available learning and development opportunities and show commitment to continuous development to maximise potential and ensure the continued delivery of quality services
- Provide clear, balanced and accurate advice and guidance to senior managers on strategic and operational service issues and challenges
- Scan the landscape of the public sector for opportunities to improve outcomes including potential for commercial development and adoption of best practice

### Client Group Responsibilities

- The post-holder will work closely and in partnership with the operational teams for the service areas / client groups that they are commissioning for

- 
- Engage with staff at all levels to gain a full and thorough understanding of operational challenges, existing performance of commissioning and commissioned services, and opportunities to improve
  - Take an active part in supporting the development of commissioning strategies and market plans in relation to the client groups they support
  - Manage a portfolio of contracts, up to and including those that have been identified as high risk due to impact on recipients or financial value
  - Develop and maintain an understanding of best practice, development and opportunities in relation to their client group
  - Build relationships with peers in other local authorities and partner organisations to identify opportunities for joint working and development
  - Be the contract manager for a range of assigned contract categories and individual contracts, ensuring that they deliver according to specifications. All contracts should have targets for delivery which the post-holder should be working with the provider to deliver. These contracts will include some that are highly complex in nature
  - Ensure that the voice of the 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
  - Ensure that the vulnerable people who receive services are safeguarded at all times through effective contract management, challenge and escalation of issues to the council's Safeguarding Teams
  - 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. The post-holder will be responsible for delivery of those savings that relate to the contracts they manage

### **Technical Area Responsibilities (General)**

The post-holder will:

- Develop technical expertise
- Deliver time limited/project activities that relate to the technical area of responsibility. The post-holder will be responsible for delivering agreed work packages in line with agreed scope, duration and outcome delivery
- The post-holder will be responsible for delivery of projects of high complexity. Complexity will be determined by value of services involved, level of risk to individuals and the level of change management required. Complex initiatives are likely to include services that have a significant impact on the lives of vulnerable recipients and require a change of practice both internally and across multiple external providers
- Support the development of the council's policies and procedures in line with operational needs, best practice and legislative guidance and requirements
- Provide strategic advice to colleagues across the council as required
- Utilise governance mechanisms developed as required to ensure that policies and procedures are implemented consistently and effectively

### **Commissioning reviews**

- Undertake commissioning related commissioning reviews, change management and development projects that have been prioritised by the Head of Commissioning and People DMT and allocated to you
- Develop your ability to undertake commissioning reviews in line with agreed methodologies
- Ensure that commissioning reviews assigned to you are delivered on time, within available resources and achieving required impacts
- Contribute to the council's transformation programme by delivering aspects of transformation workstreams as required
- Ensure that you use the council's required procedures to that you deliver in a consistent and effective way

---

### **Market oversight and development**

- Support the development of the department's approach to market development
- Become an expert in relation to market development for People Services
- Develop strong links and work in partnership with existing and potential providers – whether in the voluntary and community, or private sectors
- Support the maintenance and development of the council's market database, its operating procedures and any future development
- Support the development and implementation of a market position statement for the council
- Undertake market development projects and activities assigned to you in line with agreed methodologies
- Develop a thorough understanding of best practice and developments in relation to market development within adults and children's services
- Support the council's care governance board and performance and quality governance mechanisms
- Support the development of appropriate procedures to safeguard and oversee the market of support for self-funders and people using direct payments
- Work with providers to put in place initiatives to ensure the market can respond to and meet service user/ patient and carer outcomes and that commissioning plans are co-produced with service users/ patients, carers and other stakeholder groups.

### **Contracting and procurement**

- Support the development of the council's approach to contract monitoring and management
- Support and contribute to effective governance and reporting for contract performance information, risks and opportunities
- Support colleagues across the team to ensure that all contracts within your responsibility have clear outcomes and measures, including achievable targets
- Provide support to colleagues in relation to contract management and procurement
- Lead on allocated procurement activity, working in partners with colleagues to ensure an effective exercise that leads to the best outcomes for local residents
- Work closely with the council's Corporate Procurement team
- Ensure that you support the maintenance of the council's contract list for People Services, taking responsibility to ensure this is kept up to date, is accurate, and is communicated effectively
- Support colleagues to ensure processes in place for quality assuring new providers, new contracts and new arrangements are implemented effectively

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 a demanding post requiring extensive experience of commissioning, strong technical skills and the ability to influence colleagues and partners at all levels. It requires project management and managerial skills in order to ensure assigned work contributes fully to the council's objectives. The post will be responsible for managing projects and other areas of work in which a matrix management is applied. This will include managing people from across a range of disciplines to complete aspects of tasks that are the post-holder's responsibility. 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 accountable to the Strategic Commissioning Manager. It is a fifth 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 will be responsible for staff through matrix management on assigned projects
- The post-holder will be responsible for a range of contracts, some of which will have a high level of financial risk and significant impact on the wellbeing of vulnerable children and/or adults
- The post-holder will be responsible for the delivery of savings (likely to be in excess of £100k each year) in relation to contract management and delivery of projects

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Degree level qualification, or significant equivalent experience and training</p> <p>Evidence of continued professional development</p> <p>Evidence of training in relation to commissioning and related disciplines</p>	<p>Higher degree</p> <p>Management qualification e.g. DMS, MBA</p> <p>Appropriate accreditation/ registration with a professional body</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p><b>Knowledge:</b></p> <p>Understanding of relevant legislation, statutory guidance and national policies</p> <p>Thorough understanding of commissioning 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>Specific to client group areas:</p> <ul style="list-style-type: none"> <li>- Knowledge of major issues facing Local Government, NHS Trusts and the private and independent Health and Social Care sectors.</li> <li>- Knowledge of major issues facing children's services</li> <li>- Knowledge of major issues facing adult social care</li> </ul> <p><b>Specific to technical areas:</b></p> <ul style="list-style-type: none"> <li>- Excellent understanding of market development methodologies</li> <li>- Excellent understanding of project management, change management and service development</li> <li>- Excellent understanding of contracting and procurement</li> </ul> <p><b>Experience:</b></p> <p>Experience of undertaking all aspects of the commissioning cycle</p> <p>Considerable experience of working as a commissioner in either adults, children's or health services</p> <p>Professional expertise and experience in relation to commissioning, market development and contracting</p>	

---

Experience of leading / managing projects / transformation activities / changes

Experience in planning, managing and reviewing change and improvement programmes.

Experience of planning and influencing financial and other resources.

Demonstrate success delivering within a performance culture,

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

Effective 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 interpersonal 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.

Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.

---

**Work-related  
Personal  
Requirements**

Ability to work strategically

Ability to work collegiately with colleagues

Ability to support and motivate staff to deliver projects in multi-disciplinary teams

Astute and able to work in a politically sensitive environment

Empathy with and ability to instil confidence in colleagues, partners and residents

---

---

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

Asks for, reflects upon and acts on feedback

Energy, drive, commitment and innovation to ensure strategic development of services

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

---

**Other Work Requirements**

To attend some evening meetings

A satisfactory enhanced Disclosure and Barring Service check.

The ability to converse easily with members of the public and respond effectively to questions in spoken English

---

**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

---

**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.**

