

Head of Strategic Commissioning

Closing date: 22/01/2019
Interview date: 01/02/2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



We are looking for a new Head of Strategic Commissioning to join us as we transform the council and embed our new People Directorate. As we design and build our People Commissioning service this is a key strategic role that offers significant opportunities to reshape the way that we work, and to ensure we effectively commission services that provide the best possible outcomes for our local community.

Bracknell Forest Council is a brilliant organisation to work for. You can enjoy meaningful work, with friendly colleagues, who all share the same values and are working towards the same goal. We're an organisation that knows where we're going and we have a clear plan on how to get there. We are focused and forward-thinking, ensuring we always innovate, plan ahead and deliver exactly what is needed.

Are you the sort of person who can pull together all available resources, collaborate with team members and adapt and overcome obstacles? You will fit right in at Bracknell Forest Council.

Key Responsibilities:

- To provide professional and effective leadership to commissioning for adults and children's 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 that the council supports excellent outcomes for our residents and outstanding value for money

Requirements:

We are looking for a candidate who will work collaboratively with colleagues at all levels of the council, and within the community. The successful candidate will have experience of commissioning and managing change within a social care environment, and will be able to demonstrate a sound understanding of the application of commissioning approaches to deliver sustained improvements. They will be a skills communicator, who has advanced problem solving skills and be excel at making things happen.

As a values driven organisation we will be recruiting people who are able to demonstrate the values and behaviours that will ensure you are able to become a valued and effective member of the team.

Job Description

Authority: Bracknell Forest Council	Department/Division: People Directorate / Joint Commissioning
Post Reference No:	Location: Time Square
Job Title: Head of Strategic Commissioning	Grade/Salary Range:

JOB PURPOSE

- 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

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

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

MAIN DUTIES AND RESPONSIBILITIES

1. To lead and manage:
 - a. Adults commissioning
 - b. Children's commissioning
 - c. Joint commissioning
 - d. Better care fund
2. To lead on the development and implementation of strategies and initiatives which will deliver high quality services for Bracknell Forest residents
3. To lead on the development and implementation of commissioning related projects, transformation activity and market development
4. Work with the AD: Joint Commissioning to implement a new commissioning function operating model. Ensuring that it is appropriately designed to meet the needs of resources and both internal and external customers
5. Developing the approach and future shape of all commissioned services and providing strategic direction and management to deliver and improve service performance.
6. To ensure that commissioning teams maintain consistent high quality processes in relation to all aspects of the commissioning cycle. Ensure all services comply with regulatory standards.
7. Responsible for performance management framework within the area of responsibility of the post, setting team targets.
8. Ensure that appropriate commissioning and joint commissioning frameworks are in place for

adults and children's services, working in partnership with Managers across the department.

9. Ensure that internally and externally commissioned services are developed within a person-centred framework that maximises prevention, independence, value for money and social inclusion
10. 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.
11. 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.
12. Promote Health and Social Care integration as an active part of the Integrate Care System and participate in these and other partnership forums as required.
13. 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.
14. 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.
15. Ensure effective and co-ordinated planning and delivery of services.
16. To ensure robust systems for appraisal, supervision and monitoring of performance to support the delivery of service aims and objectives.
17. 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.
18. 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
19. Undertake available learning and development opportunities and show commitment to continuous development to maximise potential and ensure the continued delivery of quality services.
20. 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
21. 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
22. To effectively monitor income and expenditure for relevant budgets and producing forecast variances for reporting through the monthly budget monitoring process
23. To comply with the Financial Procedure Rules in managing the council's finances, working in an open and consistent manner

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 JOB (Budgetary/Resource control, Impact)

This 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 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 number of staff that this role will manage will be provided once feedback on this proposal has been received and the final model agreed.
- The budget that this post will be responsible for will be provided once feedback on this proposal has been received and the final model agreed.

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.

Person Specification

Job Title: Head of Strategic Commissioning	Department/Division: People Directorate / Joint Commissioning
Authority: Bracknell Forest Council	Post Reference No:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Degree level qualification</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>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge: Understanding of relevant legislation, statutory guidance and national policies</p> <p>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>Experience of leading / managing a portfolio of projects / transformation activities / changes</p> <p>Experience in planning, managing and reviewing complex change and improvement programmes.</p> <p>Experience of planning and</p>	<p>Experience in a senior leadership role in adults or children's services</p>

	<p>managing financial and other resources.</p> <p>Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes</p> <p>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.</p> <p>Skills: Proven ability to analyse data and present in a meaningful way to inform decision making</p> <p>Advanced problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them</p> <p>Process orientated and organised – capable of devising, developing and maintaining systems to ensure effective and consistent commissioning and reporting</p> <p>Highly developed and effective communication and inter-personal skills. Works collaboratively with others to deliver the best outcomes.</p> <p>Effective change management skills and evidence of leading sustained improvements</p> <p>Influencing skills, and ability to achieve own and partnership objectives through joint working</p> <p>Presentation skills (qualitative and quantitative data) adapted for different audiences.</p> <p>Builds understanding and commitment to transformational change.</p>	
Work-related Personal Requirements	Ability to work at a strategic level as a member of the Management Team.	

	<p>Ability to provide leadership and to support and motivate staff to plan and deliver effective services</p> <p>Astute and able to work in a politically sensitive environment</p> <p>Empathy with and ability to instil confidence in colleagues, partners and residents</p> <p>Proactive and self-motivated</p> <p>Able to recognise and manage conflicting pressures</p> <p>Able to work both collaboratively and independently using own initiative</p> <p>Role model the Bracknell Forest Values and Behaviours</p> <p>Make the right, transparent decisions and stand by them</p> <p>Coach for growth and improvement</p> <p>Hold people to account and celebrate their achievements</p> <p>Asks for, reflects upon and acts on feedback</p> <p>Energy, drive, commitment and innovation to ensure strategic development of services</p>	
Other Work Requirements	<p>To attend some evening meetings</p> <p>Current driving licence</p> <p>A satisfactory enhanced Disclosure & Barring Service (DBS) check</p>	

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

This position is based at Time Square, Market Street, Bracknell, Berkshire, RG12 1JD

Work Style / Parking

Your work style is "Home-Flex". This is also a primarily deskbound role but it could equally be done for part of the week from home.

For a 5:3 desk ratio this amounts to 40% of time away from a desk in the office – this may be working at home or another location or attending meetings or other activities away from a desk.

The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

[Please delete for essential car users] 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.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

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

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

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; 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!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a **permanent** appointment subject to **3** month's notice on either side.

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.

Salary

The salary will be within the local Bracknell Grade **BG-B** . The grade range is **£56,033-£60,828**; 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 £597 per annum

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Working Hours

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.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

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

Holidays

The annual holiday entitlement is 27 days plus bank holidays.

Annual holiday entitlement increases with length of service (5 extra 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.

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%.

Politically Sensitive

This post is a politically sensitive post, ie politically restricted under The Local Democracy, Economic Development and Construction Act 2009.

This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council.

Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.

- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (eg open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

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.

Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

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 on the basis of 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.

Medical Questionnaire

You may 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.

Working with Children and Adults at Risk

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

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>