

Commissioning Manager

Grade 12

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Health and Care Vision

The structure for Health and Care provides a clear focus on 3 defined areas of work

1. Public Health and Prevention
2. Adult Social Work and Safeguarding
3. Care Commissioning

This job plays a key role within the wider Public Health and Prevention, Adult Social Work and Safeguarding and Care Commissioning teams where the focus is to achieve outcomes to meet the needs of people relating to care and public health.

About the Role

This post will assist Consultants in Public Health or Lead Commissioners by providing specialist advice and support in all elements of commissioning, needs assessment and service design to achieve better outcomes. Although working to a care group or public health specialism, the post holder will be expected to be flexible across all care groups and specialisms and ensure that cross cutting issues are identified and developed.

Reporting Relationships

Responsible to: Lead Commissioner Older People & Physical and Sensory Disability

Responsible for:

Key Accountabilities:

1. Assisting the Lead Commissioner or Consultant in Public Health with strategic planning and redesign of Health and/or Care services and the commissioning of services, actively developing and managing the provider market to meet gaps in provision.
2. Developing commissioning intentions and delivery plans ensuring all strategies and services are designed to reflect national targets and local priorities. Ensuring adherence to required standards and good practice and monitoring progress against targets escalating as appropriate and mitigating actions.
3. Improving outcomes for people by commissioning effective services, through establishing good working relationships with providers, carrying out the implementation arrangements of commissioning strategies, participating in formal Boards and inter-agency working groups related to

service planning and joint service development, and contributing to the development of inter-agency strategies and plans as appropriate.

4. Leading consultation processes with stakeholders, carers and service users, and providing advice, guidance and support to maximise engagement in development and implementation of designated services.
5. Working with the procurement and quality assurance teams to manage a diverse range of service level agreements and legal contracts, ensuring milestones for agreeing contracts are planned for and met through reviews.
6. Undertaking strategic needs assessment for the purpose of developing, reviewing and updating strategies, and to provide local analysis of need to SCC and CCGs as required.
7. Providing expert support and advice in dealing with critical incidents, investigations and initiatives to ensure a positive outcome, and to governance boards relating to health and/or care.
8. Supporting the Consultant in Public Health or Lead Commissioner regarding Serious Untoward Incidents or other quality concerns.
9. Supporting the Consultant in Public Health or Lead Commissioner in carrying out formal reviews of health and care services and leading the annual work plan of Boards and workstreams as required.
10. Providing information and research as required for external regulatory and inspection bodies such as the Care Quality Commission and Monitor.

This post is designated as a casual car user

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Development and implementation of strategies and plans to deliver the Council's strategic objectives.

Leading on developing future commissioning arrangements for Care Homes.

Development of innovation and service specific solutions to meet needs and improve outcomes which are co-produced with people and their carers/families.

Managing and delivery of projects to timescale and budget.

Forming and maintaining positive working relationships with providers, and internal and external stakeholders.

Developing opportunities for closer collaboration with commissioners in the NHS and other authorities.

Learning from best practice both within the sector and outside and translating that into working practice.

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Degree or equivalent, professional qualification or other evidence of considerable analytical abilities Demonstrate commitment to continuing professional development 	<p>A</p> <p>A</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Minimum of 3 years strategy and commissioning experience in a relevant field affiliated to health and social care and in a multi-agency environment. Extensive knowledge of public sector, social care and health and NHS policy, services and legislation Knowledge of the planning and delivery of services in relation to Health and/or Adult Social Care Knowledge of the roles of local authority departments, CCGs, Provider Trusts, Health Services and voluntary organizations Experience of developing strategies and services in partnership with customers and stakeholders demonstrating understanding of the range of methods available to engage service users, carers and patients Experience of managing and/or motivating staff and colleagues to achieve maximum potential Understanding of business planning and performance management Experience of undertaking needs assessment work and understanding of variety of techniques which can be used Ability to translate and interpret complex data and legislative documents into policy and practice Experience of designing, delivering and managing service and culture change and development of business cases for alternative models of service delivery 	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Ability to work in a complex environment and network across organizational boundaries • Ability to work with elected members, board members and senior staff from internal and external organisations 	<p>A/I</p> <p>A/I</p>
	<p>Skills This post is designated as a casual car user</p> <ul style="list-style-type: none"> • Ability to analyse complex facts or situations, interpret or compare a range of options and translate into practical advice • Ability to use IT systems to gather, analyse and present information • Time management skills with the flexibility to adapt to changing workload demands • Excellent written and oral communication skills including the ability to prepare and present reports and to communicate with staff/service users at all levels. • Excellent presentation skills and the ability to flex approach to meet the needs of the audience. • Effective planning and project management skills • Excellent interpersonal skills including the ability to form effective working relationships with colleagues and partners and be able to work as part of a team • Ability to advise appropriately in accordance with policies and legislation • Persuasive, influential and motivational skills • Proactive approach to problem solving and the ability to develop innovative solutions • Commitment to ongoing personal development 	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>

--	--	--



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300