

## Technical Specialist (Tier 4)

Directorate / Service	Resources -Governance & Policy
Accountable to:	Corporate Policy and Commissioning Manager
Accountable for:	TBC
Politically restricted post	Yes

### Context

Corporate Policy is a new function which will inject an enhanced strategic capability into the organisation in support of the Operating model and the move to a Strategic commissioning environment.

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

### Specific role assignment (example)

<b>Subject Area responsibilities</b>	Management of one of three Policy Portfolios (Place, People and/or Strategic Core) with significant autonomy to influence strategic policy direction in line with the ambition of political and officer leadership.
<b>Statutory responsibilities (if applicable)</b>	None
<b>Specific experience</b>	<ul style="list-style-type: none"><li>• Significant experience of policy and strategy development</li><li>• Experience of undertaking complex analysis and long-term scenario planning based upon a range of quantitative and qualitative intelligence</li><li>• Experience of providing analysis, advice and support to senior officers and members within a political environment</li><li>• Experience of working within one of the one the policy area, producing key analysis and publications</li><li>• Experience of working across multiple agendas and optimising connections and interdependencies internally and with partner organisations</li><li>• Experience of the role of policy within strategic</li></ul>

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	<p>commissioning cycle and of commissioning services, notably research activity</p> <ul style="list-style-type: none"> <li>• Experience of influencing agendas and working in a matrix management environment within and across organisations</li> <li>• Experience of managing key stakeholder relationships internally and with partners, notably within the relevant policy area</li> <li>• Experience of influencing national and regional policy environments and interpreting at a local level</li> </ul>
<b>Specific qualifications/and registration</b>	<ul style="list-style-type: none"> <li>• Degree level qualification or equivalent</li> <li>• Project and/or programme management (desirable, not essential)</li> </ul>
<b>FTE responsibility (line management)</b>	Not applicable
<b>Key stakeholder relationships</b>	<ul style="list-style-type: none"> <li>• Lead Strategic Commissioners and Commissioning Assistant Directors (network under development)</li> <li>• Strategic Directors and Leadership team</li> <li>• Portfolio Holders and Elected Members</li> <li>• Partners including, District &amp; Borough Councils, Health, Emergency services, Vol &amp; Community sector</li> <li>• Regional and National bodies including, West Midlands Combined Authority, C&amp;W Local Enterprise Partnership, Local government Association, County Council Network,</li> <li>• Policy units and think tanks including New Local Government Network</li> </ul>

## Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> <li>• Identification and design of solutions to meet business requirements for the service(s)</li> <li>• Contribute to short term (1 year) strategies and plans to meet demand for the service(s)</li> <li>• Use of insight, best practice and research to achieve service outcomes</li> </ul>

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.

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- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"><li>• Focus on new ideas, improvement and innovation</li><li>• Problem solver</li></ul>

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"><li>• Relationship development and management</li><li>• Influence and shapes the market</li><li>• Thought leader</li><li>• Collaborative working</li></ul>

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
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Finance & commercial	<ul style="list-style-type: none"><li>• Effective budget setting and monitoring</li><li>• Contract negotiation and commercial partnership management</li><li>• Quality monitoring and measurement</li><li>• Oversight of contract set up, establishment and ongoing monitoring</li></ul>
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- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

#### Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

#### Our Behaviours

## Technical Specialist (Tier 4)



**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

