

Lead Commissioner (Tier 4)

Job Title	Lead Commissioner - Estates
Grade	Hay F
Directorate: Group:	Resources Governance & Policy
Accountable to:	Strategy and Commissioning Manager – Strategic Asset Management (SAM)
Accountable for:	Staff x 6
Politically restricted post	TBC
Commissioning teams:	

Context

You will play an active role as part of our commissioning team working in partnership with other Delivery Team Leaders to deliver our organisational outcomes.

You will support the Strategy and Commissioning Managers in achieving our organisational vision and outcomes. You will manage your team of commissioning resources to deliver on your commissioning plan and its objectives.

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)

Delivery responsibilities	<ul style="list-style-type: none">• Key stakeholder management and engagement with Directorates• Link between Directorates and other SAM functions including commissioning• Acquisitions and Disposals• Management of Strategic RICS Surveying Team• Asset Valuations and Valuations Management• Landlord Consents• Lease Management• Tenant and Rent Management• Management of Surplus Property, Rent Income and other Budgets• S106 Coordination
Key business measures	<ul style="list-style-type: none">• Services delivered on time, budget and with minimal disruption• Key Stakeholders aligned to SAM Strategy and Commissioning Model

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	<ul style="list-style-type: none"> Statutory responsibility associated with Delivery responsibilities
Specific experience	<ul style="list-style-type: none"> Comprehensive understanding and experience of Acquisitions & Disposals including Development Sites. Sound knowledge of Valuation management . Knowledge of relevant legislation and policy. Substantial experience of working with the provider market. Substantial experience of the commissioning cycle and evidence of service review and redesign. 5 years' experience of managing people and teams. Evidence and experience of interpreting complex data into a comprehensive report format. Experience of solving complex and having a solution-oriented approach to manage risk appropriately. Evidence and experience of leading successful change programmes. Comprehensive understanding and experience of lease management. Substantial experience of asset Valuation. Substantial experience of Stakeholder Management
Specific qualifications/and registration	<p>Degree & professional qualification</p> <p>RICS or equivalent</p>
Budget responsibility	<p>Accountable >£1m</p>
FTE responsibility (line management)	<p>X 6</p>
Key stakeholder relationships	<ul style="list-style-type: none"> Key partner relationship management with both Directorates and WCC building users Key relationship management with commissioned providers of any of the service provision. Professional relationship development with internal / external stakeholders as required. Professional partner relationship management with Internal / external suppliers , Liaison Senior colleagues and any other internal stakeholder as required.

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Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none">• Identification of business requirements against demand for the service(s)• Formulating short term (1 year) strategies and plans to meet demand for the service(s)• Use of insight, best practice and research to inform commissioning intentions and key business measures

- Contribute to the commissioning intentions, key business managers and plans based on demand for the short term (1 year)
- Develop 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.

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

- Undertake periodic review(s) of commissioning intentions, outcomes and key business measures to identify areas of improvement
- Support the development of options appraisals to assess the most suitable means of delivering the commissioning intentions
- Ensure the right provider is commissioned to achieve our objectives through a mixed economy of internal and external suppliers.
- Work in collaboration with the Operational Managers and Commissioning Support Unit, to put in place frameworks to monitor and manage quality performance of commissioned services.

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none">• Effective budget setting and monitoring• Contract negotiation and commercial partnership management• Quality monitoring and measurement• Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets

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- 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

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

- Support the development of key partnerships
- Support the shaping and influencing the market
- Support the co-production of commissioning strategies and intentions with key stakeholder groups
- Support any required consultation activities

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective on-boarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Ensure best use of resources• Ensure effective service design• Oversight of budget

- Plan, task, deploy and co-ordinate resources to meet changing commissioning needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives

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- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

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