

## Lead Commissioner (Tier 4a)

<b>Job Title</b>	Lead Commissioner Finance - Strategy
<b>Salary Grade</b>	Hay E
<b>Directorate/Service:</b>	Resources Directorate – Finance
<b>Accountable to:</b>	Tier 3 Strategy and Commissioning Manager – Strategic Finance
<b>Accountable for:</b>	Medium term resource planning of £500m a year revenue and £150m a year capital over a rolling MTFS 3 FTEs
<b>Politically restricted post</b>	Yes
<b>Commissioning teams:</b>	Finance Manager – Strategy

### Context

You will play an active role as part of our commissioning team working in partnership with 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 section and customers.

### Specific role assignment

<b>Commissioning responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintenance of a medium-term resource plan for the authority and rolling Medium Term Financial Strategy</li> <li>• Ensure implications of changes to the system of local government finance and government initiatives are understood by the organisation and reflected in the MTFS</li> <li>• Undertake corporate financial risk assessment and management, including the identification and management of financial risks and the adequacy of reserves</li> <li>• Co-ordination and production of in-year budget monitoring, including reports to Cabinet and other strategy committees</li> <li>• Preparation of budget reports to Corporate Board, Members, Cabinet and Council</li> <li>• Business case evaluation and resourcing plans for corporately held funds, ensuring proposals meet corporate objectives and fit with the change plan</li> <li>• Ensure effective and appropriate financial regulations are in place, linked to risk management</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work with Finance Delivery Teams to link strategy to operational requirements</li> <li>• Ensure financial systems developments provide for effective financial planning</li> </ul>
<b>Key business measures</b>	<p>As part of the Strategic Finance team to support the completion of the following statutory reports in accordance with statutory timescales:</p> <ul style="list-style-type: none"> <li>• Annual budget and setting the council tax</li> <li>• Reserves risk assessment</li> <li>• Capital strategy</li> <li>• County Council Statement of Accounts</li> </ul>
<b>Specific experience</b>	<p>Operating effectively in a local authority/political environment  Experience of working in a professional finance environment  Experience of working across services and teams  Management of budgets  Experience of managing a team</p>
<b>Specific qualifications/and registration</b>	<p>Professionally qualified (CCAB) with a minimum of 3 years post-qualification experience and management experience</p>
<b>Budget responsibility</b>	<p>No direct cost centre management responsibility but direct reports act as cost centre manager for income budgets of circa £500 million.  Also responsible for medium term resource planning of £500m a year revenue and £150m a year capital over a rolling 5-year MTFS period</p>
<b>FTE responsibility (line management)</b>	<p>3 direct reports:</p> <ul style="list-style-type: none"> <li>• Senior Accountant – Revenue</li> <li>• Senior Accountant – Capital</li> <li>• Senior Finance Officer</li> </ul>
<b>Key stakeholder relationships</b>	<p>Strategy and Commissioning Manager – Strategic Finance  Assistant Director – Finance  Lead Commissioner – Technical Finance  Finance Management Team and their teams  Strategic Directors and Assistant Directors  Elected Members  Governance and Policy and Commissioning Support Unit staff</p>

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### Generic capabilities of the role

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

- 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"> <li>• Focus on new ideas, improvement and innovation</li> <li>• Problem solver</li> </ul>

- 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"> <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>

- 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"> <li>• Relationship development and management</li> <li>• Influence and shapes the market</li> <li>• Collaborative working</li> </ul>

- 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"> <li>• Workforce development</li> <li>• Workforce planning</li> </ul>

- 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"> <li>• Monitors the service performance framework</li> <li>• Ensure best use of resources</li> <li>• Ensure effective service design</li> <li>• Oversight of budget</li> </ul>

- 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"> <li>• Deals with performance issues</li> <li>• Maintains business continuity</li> <li>• Role model of how we work principles</li> </ul>

- 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

## Lead Commissioner (Tier 4a)

**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

