

Lead Commissioner (Tier 4)

Directorate/Group:	Resource - Governance & Policy
Accountable to:	Corporate Strategy and Commissioning Manager
Accountable for:	Shared responsibility for budget between £45,000 and £4.5m Rotational line management of National Graduate Placements - x3
Politically restricted post	Yes
Job Title:	Z518 Lead Commissioner - Corporate Policy & Strategy
Grade:	Hay 10

Context

Working in partnership with Commissioning and Delivery Leads from across WCC you will play a critical and active role in the formulation, design and translation of the Council's strategic intent and emerging framework.

You will support the Corporate Strategy and Commissioning Manager to achieve our organisational vision and outcomes, ensuring the relevance of policy and strategy within WCC and leading on specific areas of work.

You will manage your team of resources (National graduates) to deliver on the plan and objectives for the team and wider organisation.

You will provide a high level of expertise in future policy and strategy development and support the organisation's ambition for integrated planning and coproduction across WCC and with partners.

The ability to join up, influence and coordinate effort from multiple parts of the organisation will be key and you will be required to role model the WCC behaviours, working on sensitive and complex projects as required.

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

Specific role assignment

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Delivery responsibilities	<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Develop and translate long term thinking, foresight and analysis of future themes, trends and drivers on behalf of senior management • Generate and deliver intelligence, policy analysis and advice across the full spectrum of policy areas relevant to the Council • Undertake strategy design and development as part of the new Strategy Framework and in coproduction with service specialists. • Support the design, development and implementation of the Integrated Planning Framework • coordinate council-wide activity and lead key projects and groups • Commission activity, capacity and capability as required • Foster positive network, relationship mang't and coproduction approaches • Line manage the Graduate Scheme • Support team management and development • Foster and develop strategic capability within services and the wider Council
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Key business measures

TBC – Qualitive measures for the team linked to business benefit and impact to be developed

Specific experience	<ul style="list-style-type: none"> • Strong knowledge of relevant developments in the public sector and ability to maintain relevance • Significant experience of policy and strategy development and understanding of the service requirements relevant to the role • Experience of undertaking complex analysis and long term scenario planning based upon a range of quantitative and qualitative data and intelligence • Experience of providing analysis, advise and support to senior officers and members within a political environment • Experience of working across multiple agendas and optimising connections and interdependencies internally and with partner organisations • Experience of the role of strategy within the wider commissioning and business planning cycle and of commissioning services within an internal and/or
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	<p>external environment</p> <ul style="list-style-type: none"> • Experience in strategic planning, coordination and influencing • Experience of applied strategic thinking and the ability to analyse and solve complex problems. • Knowledge of the political system and decision-making. • Sound knowledge of maximising, influencing and managing interdependencies across a diverse organisation • Experience of managing key stakeholder relationships internally and with partners, notably within the relevant policy area • Experience of influencing national and regional policy environments and interpreting at a local level • Experience of managing people and/or working in a matrix management environment • Evidence and experience of leading complex and sensitive strategic projects
Specific qualifications/ and registration	<ul style="list-style-type: none"> • Degree level qualification or equivalent • Project and programme management (desirable)
Budget responsibility	External and internal budgets as specified by the Commissioning and Strategy Manager.
FTE responsibility (line management)	Responsible for recruitment, appointment and line management of the National Graduate Management Positions (3 fte) on a 2 yr rotational cycle.
Key stakeholder relationships	<ul style="list-style-type: none"> • Portfolio Holders and Elected Members • WCC Leadership Team and Directorate Leadership Teams • Strategy and Commissioning leads • Delivery leads colleagues and all other internal stakeholders as required. • Key partners at a local, regional and national level. • National bodies. policy units, networks and think tanks

Generic capabilities of the role

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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
- 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

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Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none">Relationship development and managementInfluence and shapes the marketCollaborative 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 developmentWorkforce 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 frameworkEnsure best use of resourcesEnsure effective service designOversight 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
- 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
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Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles
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- 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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