

Job profile

Job Title:	Property Management - Strategy and Commissioning Manager
Directorate:	Resources
Accountable to:	Assistant Director of Governance and Policy
Politically restricted post	Yes
Grade	Tier 3 B - £71,808 - £79,364

Part A - Generic job purpose and capabilities

You will play an active role as part of our senior leadership team working in partnership with our Delivery Managers to deliver our organisational outcomes. You will support the Assistant Director and Commissioning Managers in achieving Warwickshire County Council's (WCC's) vision and outcomes through integrated planning and the flexible use of resources. Report on delivery of outcomes to stakeholders including elected members and other council officers.

You will support the Assistant Director in leading, developing and managing WCC's commissioning approach. You will ensure WCC only commission services and activities that contribute to Warwickshire's outcomes. You will ensure that activities that do not contribute to the strategic outcomes are decommissioned. You will ensure that our commissioning intentions are clearly defined, aligned to our new operating model and our One Organisational Plan (OOP). You will develop and maintain good working relationships with our range of partners including the voluntary sector.



Generic competencies for Strategy and Commissioning

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification of business requirements against need • Formulating medium term (1-3 years) strategies and plans to meet demand • Use of insight, best practice and research to inform commissioning intentions

- Define the required commissioning intentions and plans based on service* demand for 1-3 years.
- Contribute to the design of the 1-3 year delivery plans.
- Contribute to the development of policies to achieve the commissioning intentions.
- Ensure that insight, best practice, market research and trends are considered to improve the provision of services.
- Ensure the best use of resources to achieve the commissioning intentions.

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

- Manage periodic review(s) of commissioned services to evaluate outcomes and performance in order to consider improvements required.
- Develop 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 Service 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

- Allocate service(s) budgets in line with commissioning outcomes, including commercial and trading targets.
- Address through taking action where the performance of providers is not satisfactory.
- Contribute to the specific contract measurement framework.
- Contribute to the specific statutory, compliance, practice and performance.
- Support the Service Manager in contract set up and establishment.

- Manage the decommissioning of contracts where applicable.

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

- Build and maintain effective relationships with key stakeholder groups e.g. Senior Leadership, Strategy and Commissioning Managers, Service Managers, Members, Partners and Commercial providers.
- Ensure the appropriate consultation activities are undertaken and effectively managed.
- Play an active role in shaping and influencing the market.

Generic leadership competencies

Capability	Descriptor
People leadership	<ul style="list-style-type: none"> • Drives and motivates to maintain high performance • Deals with performance issues

- Enable a high-performance culture where innovation and creativity is encouraged and rewarded.
- Identify and develop the required capabilities of the team through effective talent management planning.
- Address performance issues within the service.

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Effective budget management • Monitors quality performance framework • Works across organisational boundaries • Effective service design

- Effective management of service budget and associated savings.
- Develop and manage a highly effective strategy and commissioning team/function.
- Identify the capacity of the strategy and commissioning team through effective workforce planning.
- Contribute to the WCC's 1-3 year medium term financial plan, including income targets where applicable.
- Manage the quality assurance framework for the team/service.
- Develop and implement integrated working across services of WCC.

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Implements organisational wide change • Role model of modern working principles • Focus on continuous improvement

- Communicate a clear vision of strategy and commissioning and its objectives to enable key stakeholders to understand and contribute to the context and direction of the service.
- Provide visible leadership and support teams through organisational change.
- Role model of modern ways of working.
- Act and operate corporately across WCC adopting a 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.
- Ensure adequate business continuity plans are in place.

Part B - Portfolio requirements

Strategy and Commissioning responsibilities	<p>Corporate landlord and estate management</p> <p>Property strategy and policy including strategic asset management</p> <p>Programme development</p> <p>Disposals and acquisition programme delivery</p> <p>Commissioner of FM/ construction delivery</p>
Statutory responsibilities (if applicable)	None
Specific experience	Experience of leading and/or delivering in a property services environment and of managing a property portfolio of a comparable scale to that of the Council's
Specific qualifications/registration	Relevant qualification (MRICS, FRICS, MCIQB)
Budget responsibility	
FTE responsibility (line management)	10
Key stakeholder relationships	CEO, Strategic Directors, Assistant Directors (Strategy, Commissioning and Delivery), Elected Members, all staff, customers, partners

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



Our Behaviours

