

Lead Commissioning People Tier 4

Vulnerable People

Service	People
Accountable to:	Strategy and Commissioning Manager Integration and Targeted Provision All Age
Accountable for:	Budget - TBC 5 Direct Reports
Politically restricted post	TBC
Commissioning teams:	Disabilities

Context

You will play an active role as part of Strategy and Commissioning working in partnership with delivery leaders and managers 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, the voluntary and community sector, customers and communities.

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)• Actively contributing to the formulation of medium term (1-3 years) strategies and plans to meet demand• Use of insight, best practice and research to inform commissioning intentions and key business measures

- Define the required commissioning intentions and plans based on system and service demand.
- Develop the 1 year delivery plan in conjunction with delivery teams.
- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year) and medium term (1-3 years).
- Contribute to the development of policies.

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- Ensure that insight, best practices, market research and trends inform 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 for re-design and improvement.
- Undertake options appraisals to assess the most suitable means of delivering the commissioning intentions.
- Facilitate innovation in the market.
- 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 mobilisation and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets.
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year;
- Take action where the performance of providers is unsatisfactory.
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks.
- Support the external market and Delivery Manager as appropriate 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 shape the market• Collaborative working

- Work collaboratively and across organisational boundaries to develop, understand and align commissioning priorities and identify specific work streams, outcomes, milestones and key performance indicators;

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- Support the shaping and influencing of the market.
- Ensure effective co-production of commissioning strategies and intentions with people with lived experience;
- 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 induction 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 in commissioning area

- 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.
- Access clinical/professional support or supervision, as appropriate, to deliver commissioning intentions.

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.
- 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.

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- Role model of modern ways of working.
- 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.
- Ensure commissioning and redesign address health & social inequalities.
- Ensure and facilitate matrix working with colleagues to deliver Strategy and Commissioning priorities.

Specific role - Disabilities

Strategy and Commissioning Responsibilities	<p>Lead Commissioner, supporting the Integrated and Targeted Support Strategy and Commissioning Manager, with a focus on Disabilities of all age, including but not limited to:</p> <ul style="list-style-type: none"> • Short break/respite provision • Provision for Working Age Adults including day service opportunities and supported living • Independent Special School provision • Alternative Education Provision • Visual Impairment Support Service • Community Autism Support <p>Ensuring services that are commissioned demonstrate delivery of outcomes for those with disabilities in Warwickshire.</p> <p>Identification and implementation of appropriate public health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population.</p> <p>Co-producing, developing and delivering commissioning strategies and delivering on all aspects of the commissioning cycle for people with disabilities.</p> <p>Analysis of complex performance, capacity and demand, clinical and professional outcomes to identify areas for collaboration in redesign; and identify/evaluate options for change with recommended preferred options.</p> <p>Commissioning of integrated targeted services with and on behalf of health/NHS and other partners.</p> <p>Commissioning of evidenced based services in line with the IPC commissioning cycle.</p> <p>Commissioning services within the available budget, whilst promoting needs led and personalised care and support.</p> <p>Ensuring delivery and externally commissioned services account for performance and outcomes.</p>
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	<p>Working collaboratively with the Council's Commissioning Support Unit in delivery of the commissioning cycle; with a focus on Insight, Procurement, Quality Assurance and Improvement and Contract Management.</p> <p>Facilitating and shaping a vibrant and sustainable market and workforce to enable the delivery of commissioned social care, education services and health support.</p> <p>Undertaking audit and research work as required.</p> <p>Evidence of an ability/understanding of managing clinical complexity of commissioned services in the portfolio area.</p>
Statutory responsibilities	<p>Commission services that are compliant with Care Act and Children and Families Legislation.</p> <p>Commission services that meet The Councils Public Health statutory duties.</p> <p>Support market facilitation and shaping.</p> <p>Ensure that there is an effective Council response to market failure in line with the Care Act.</p> <p>Deliver integrated commissioning arrangements as defined in the Care Act, Children's Act, Children's and Families Act, Health and Social Care Act and NHS Long Term Plan and any other relevant legislation.</p>
Specific experience	<p>Substantial experience of leading the commissioning of services across health and social care at a senior level, with management experience obtained working within a provider setting or equivalent.</p> <p>Substantial experience of the effective management of people projects and budgets.</p> <p>Substantial experience of commissioning services in partnership with people that use them and the wider community, including key stakeholders.</p> <p>Comprehensive understanding of commissioning services for this portfolio area</p> <p>Knowledge of the issues associated with commissioning this portfolio area.</p> <p>Knowledge of relevant legislation and policy.</p> <p>Substantial experience of working with the provider market including the Private, Voluntary and Independent sectors.</p>

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	<p>Evidence and experience of utilising complex data to solve challenging problems and having a solution oriented approach to manage risk appropriately.</p> <p>Evidence and experience of leading successful change programmes.</p> <p>5 years' experience of managing individuals and teams.</p>
Specific qualifications/ and registration	Relevant professional or academic qualification (Post Graduate or equivalent), and where there is no formal qualification, will have gained the same level of knowledge and understanding through practice.
Budget responsibility	Responsible for a Commissioning budget and direct cost centre management responsibility External and internal budgets as specified by Strategy and Commissioning Manager.
FTE responsibility (line management)	<p>Responsibility for managing a team of Commissioners and Commissioning Support Officers</p> <p>5 direct reports</p>
Key stakeholder relationships	<p>Effective working relationships with the Strategy and Commissioning Managers, Service Managers, Lead Commissioners, Operations Managers and teams across The Council.</p> <p>Professional relationship development with Cabinet Members and any other political post holders as required.</p> <p>Key partner relationship management with health (acute and commissioning) Education, district and Boroughs, Police and probation, NHSE, PHE and any others as relevant to your portfolio area.</p> <p>Key relationship management with provider networks to achieve a coherent system of care, appropriate market shape resulting in effective pathways.</p> <p>Professional partner relationship with people that use the services, parents and carers and the wider community and Council members that represent their interest.</p>

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	Taking a lead role in managing the relationships, including clinical relationships, in this portfolio area.
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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



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