

Job Description

Job Title:	Senior Joint Commissioner Learning Disabilities and Autism, Coventry and Warwickshire
Reports To:	Head of Commissioning, Children and All Age Disabilities, Warwickshire County Council
Base:	Based at Shire Hall, Warwick and required to work in offices for all commissioning partners
Hours:	37.5
Band:	NHS Agenda for Change Band 8C

Role Summary

This post is hosted by Warwickshire County Council, within the Children and All Age Disabilities Team, on behalf of:

- Warwickshire County Council
- Coventry City Council
- NHS Coventry and Warwickshire ICB

The post-holder will be responsible for leading, developing, reviewing and implementing strategic commissioning intentions for autistic children, young people and adults and people with disabilities across Coventry and Warwickshire.

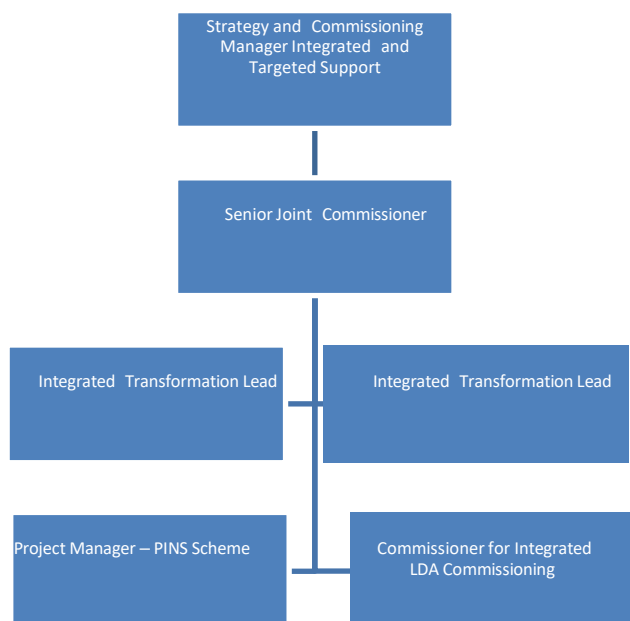
The post holder will be responsible for:

- Driving forward integrated commissioning approaches and joint working in the delivery of services across the Integrated Care System for all age learning disability and autism support across Warwickshire and Coventry.
- Leading the delivery of commissioning strategies for children, young people and adults with Learning disabilities, autism or special educational needs and disabilities across Warwickshire and Coventry.
- Managing the delivery of commissioning activity to deliver national NHS plans and associated targets for learning disabilities and autism; including improving the community support offer for people of all age with Learning Disability and/or Autism across Coventry and Warwickshire in order to reduce the numbers of people requiring mental health hospital services.
- Continuing to support development and delivery of initiatives to reduce health inequalities across the area; (including STOMP, STAMP and initiatives associated with LeDeR programme findings) to improve health outcomes for health inequalities for people of all age with a Learning Disability and/or Autism.
- Enhancing the jointly commissioned support offer for CYP with LDA related need in order to deliver the joint responsibilities within the Children and Families Act (Special Educational Needs and Disabilities) and Care Act for integrated commissioning for children, young people.
- Ensuring strategic commissioning intentions are implemented appropriately and proportionately at a place level.
- Linked to the above, leading associated commissioning and procurement activity including operationalising, monitoring and assuring delivery of service specifications for the range of learning disability and autism services commissioned across the integrated portfolio.
- Focused market engagement with specialist providers across Coventry and

- Warwickshire on behalf of health and social care to consider future models that will deliver the least restrictive, personalised care and support offer for people who would be considered as being part of the LDA Programme (previously known as the Transforming Care Partnership (TCP)). This includes people with a learning disability and autistic people (children and adults) who display behaviours of concern, including those who have a mental health condition and/or forensic histories
- Supporting the system to manage specific issues from a commissioning perspective, e.g. children and young people in crisis and transition to adulthood.
- Working with the West Midlands Provider Collaboratives to develop integrated care pathways, models and joint commissioning arrangements.
- Maximise the use of assistive technology and digital solutions.
- Assist with the development and implementation of financial plans and system wide savings targets, whilst managing service budgets efficiently and developing proposals for potential alignment/pooling of budgets.

The post holder will focus on integrated commissioning for children and adults with learning disabilities and/or autism.

STRUCTURE CHART:




The team also has an aligned business support officer, shared with other commissioning teams.

Principal Duties

Policy/ Strategy Development

- Provide visionary leadership across Coventry and Warwickshire to deliver the integrated commissioning arrangements for people with disabilities.
- Lead the development and co-production of strategic commissioning intentions which support the development and delivery of integrated and personalised care and support for children and adults with a learning disability and/or autism.
- Develop and agree appropriate governance frameworks ensuring appropriate inclusion of people with lived experience.
- Ensure governance arrangements and programmes of work align with wider work to

- 
- deliver integration and transform services across the Integrated Care System.
 - Review contracting arrangements in line with joint strategies, ensuring robust contract management processes are in place for all commissioned provision

Financial Strategy Development

- Ensure effective oversight and management of resources across Coventry and Warwickshire for autistic adults and children and people with learning disabilities.
- Ensure robust arrangements are in place to agree funding for commissioned services and packages of care and support.
- Develop and implement robust plans for the ongoing management of aligned/pooled resources.
- Develop and promote flexible and responsive commissioning arrangements which prioritise and enable the delivery of timely and appropriate care and support.
- Develop and promote opportunities for personalised commissioning arrangements and budgets, including direct payments, personal health budgets and individual service funds.

Financial and Physical Resources

- The post holder will have budgetary responsibility. This will include evaluating the value for money of new contracts, monitoring the performance of existing providers and ensuring that provider performance aligns, and complies, with contractual terms and conditions;
- Be directly responsible for all budgets associated;
- The post holder must Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility;
- The postholder will constantly strive for value for money and greater efficiency in the use of budgets and ensure that they operate in recurrent financial balance year on year.

Market Development

- Lead the development and implementation of integrated strategies to develop the local market in Coventry and Warwickshire to ensure a sufficient service offer is in place to commission personalised care and support for people with learning disabilities and/or autism who display behaviours of concern, including those who have a mental health condition and/or forensic histories;
- Lead the facilitation of the market to ensure people with disabilities can maximise use of direct payments, personal health budgets and individual service funds;
- Deliver strategic commissioning, planning and development across the local system, working with local authorities and health and social care organisations that support people with a learning disability and/or autistic people.

Performance Management

- Develop a clear and robust performance framework that will assure component organisations of the delivery of shared priorities.
- Ensure KPI's are agreed across commissioned provision and actively monitored with action taken to address under performance.
- Lead the development and implementation of quality assurance approaches which are aligned across local areas and promote the sharing of quality information to deliver an efficient and effective quality monitoring arrangement.



Accountability

- The post holder will report to respective Joint Commissioning Boards across Coventry and Warwickshire, the Collaborative Commissioning Board and ultimately the Health and Well-being Boards in Coventry and Warwickshire.
- The post holder will be jointly accountable to commissioning partner organisations (ICB and local authorities, and other health services as appropriate).

Relationship Management

- Work with colleagues in the ICB and Councils collaboratively and across organisational boundaries to develop, understand and align commissioning priorities and identify specific work streams, outcomes, milestones and key performance indicators.
- Ensure effective co-production of commissioning strategies and intentions with people with lived experience.
- Manage relationships across a range of internal and external stakeholders, ensuring there is effective joined up working across commissioning organisations and developing productive working relationships, joint approaches and lead arrangements to maximise commissioning and redesign impact.
- Personally lead, support and contribute to formal negotiations with senior staff from stakeholder organisations, providing a high level of negotiating expertise to secure productive commissioning arrangements.
- Develop and implement effective methods of communication with a range of stakeholders so as to present, provide and receive highly complex, sensitive or contentious information and overcome barriers to understanding amongst stakeholders.
- Possess the skills to facilitate and manage potentially challenging communications, as this will be at least occasionally undertaken in a hostile or antagonistic atmosphere/environment.

Programme Management

- Produce reports for commissioning organisations which deliver updates on progress and which enable lessons to be learned.

Staff Management

- Support and line manage the Integrated Commissioning Team working across the 3 organisations identified within the 'reports to' section of this job description;
- To forge positive working relationships, in order to support an effective matrix approach to achieve NHS and Social Care objectives;
- To work in a matrix management style and to foster close working relations with other managers within the NHS and Social Care;
- To manage, motivate and develop staff within the team to ensure that they are able to deliver the responsibilities of the NHS and Social Care. Including the management of disciplinary procedures as required;
- Undertake staff consultation and consider welfare and safety matters, taking into account instructions and guidelines issued;
- To recruit as necessary and performance manage a team that delivers a range of tasks within a matrix structure in an integrated environment;
- Use appraisal and development policy and procedure and ensure that appraisals are undertaken regularly.



General

Other Duties

Operate with high levels of autonomy and freedom to act, using personal judgement, skills and experience and delegated authority to negotiate on behalf of commissioning partners.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual's performance review/appraisal. There may be a requirement to undertake other duties as may reasonably be required.


Policies and Procedures

All employees are expected to comply with all the policies and procedures drawn up by the partner organisations.

Health, Safety and Risk Management

Staff are required to adhere to and act consistently with all relevant health and safety legislation, policies and procedures in order to ensure that their own and others health and safety and security is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property and the achievement of objectives in accordance with the risk management strategy and policies.

Confidentiality



As a staff member, you will gain knowledge of a range of highly confidential matters being given consideration by the partner organisations. Under no circumstances should such information be divulged or passed to any unauthorised person or person(s). This includes holding discussions with colleagues concerning patients in situation where they conversation may be overheard. Breaches of confidence will result in disciplinary action, which may involve dismissal.

Freedom of Information

All staff must be aware of their responsibilities under the Freedom of Information Act 2000. All staff must undertake Information Governance training to ensure they fully understand the implication of the Freedom of Information Act.

Conflict of Interest

Staff are required to declare any relevant and material personal or business interests for them or close relatives and will be required to abide by the Conflict of Interest Policy.

Data Protection

All employees must adhere to appropriate standards/policies in respect of the use of personal information, including guidance on the use and disclosure of information.

Risk Management

Staff are responsible for adopting the Risk Management Culture and ensuring that they identify and assess all risks to their systems, processes and environment and report such risks for inclusion within the appropriate Risk Register. Staff must also attend mandatory and statutory training, report all incidents/accidents including near misses.

Governance

All staff have a responsibility to be aware of governance arrangements and ensure that the reporting requirements, systems and duties of action are complied with.

Disclosure and Barring

If your post is one that requires a disclosure (at whatever level) from the DBS, the organisation retains the right to request that a further disclosure is sought at any time as deemed to be appropriate. If you have been appointed and are awaiting the outcome of a DBS check and it proves to be unsatisfactory, your employment will be terminated.

Person Specification


Job Title:	Senior Joint Commissioner Learning Disabilities and Autism, Coventry and Warwickshire
-------------------	---

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

Assessment Source: A – Application Form/CV I – Interview C – Certificate	Essential (E) or Desirable (D)	Method of Assessment (see note to applicants)
Qualifications/Training		
Educated to degree level and at least 5 years equivalent professional experience at senior level within the NHS and/or social care and/or private sector.	E	A/I/C
Able to demonstrate continued personal/professional development.	E	A/I/C
Educated to masters degree level and at least 5 years equivalent professional experience at senior level within the NHS and/or social care and/or private sector	D	A/I/C
Experience		
Substantial strategic and managerial experience of partnership working between the statutory, voluntary and independent sectors to deliver improved outcomes	E	A/I
Experience of providing leadership which brings about change	E	A/I
Experience of working and managing across organisational boundaries and within different governance structures.	E	A/I

Experience of working closely with senior managers and project boards, providing accurate and timely progress reports, identifying risks and issues and presenting information for decision making.	E	A/I
Experience of joint commissioning at the appropriate level	D	A/I
Experience of commissioning learning disability and/or autism services	D	A/I
Experience of leading the process by which different sectors work together to develop plans and redesign services in the context of shifting the balance of care	D	A/I
Demonstrated experience of how to effect cultural and behavioural change.	D	A/I
Knowledge		
Expert knowledge of social care and health services, and proven experience of market development and commissioning, leading to service improvements.	E	A/I
Understanding of joint strategic commissioning approaches and how this can be used to improve the quality of care and support experienced by people	E	A/I
Detailed knowledge and understanding of current national and local strategies and priorities which relate to autistic people and people with learning disabilities.	E	A/I
Knowledge of the local health and social care economy.	D	A/I
Knowledge of the policy and commissioning agenda regarding children, young people and adults with learning disabilities or autism.	D	A/I
Skills		
Ability to work effectively with a range of colleagues and partners across diverse service areas to spread best practice, encourage innovation and achieve a	E	A/I

partnership approach across organisations.		
Demonstrates good negotiation and communication skills and ability to resolve complex problems.	E	A/I
Experience to facilitate and manage potential challenging communication, as this will be at least occasionally undertaken in a hostile or antagonistic atmosphere/environment	E	A/I
Ability to compile and understand complex data and present information in a clear and concise manner to inform Project Board Members and senior management so appropriate and timely decisions can be made.	E	A/I
Ability to use co-production approaches in the development and implementation of key strategies	E	A/I
Ability to effectively communicate to a high standard with a wide range of audiences, verbally, face to face and in writing and with professionalism at all times.	E	A/I
Programme/Project Management skills and experience, including demonstrating successful development and leadership of work streams.	D	A/I
Personal Qualities		
Able to create and maintain good working relationships to facilitate co-production and collaborative working	E	A/I
Have a confident approach and the ability to inspire confidence	E	A/I
Strong belief in the value of personalised care and personalised services which promote independence and choice for service users.	E	A/I
Other Job Requirements		
Driving licence holder	E	A/I
Frequent travel across Coventry and	E	A/I



Occasional travel outside this area will also be required in order to attend relevant meetings and learn from other areas.	E	A/I
Excellent IT skills to support delivery of all aspects of the role	E	A/I

Equality and Diversity

In addition to any specific criteria laid out above, each applicant will be expected to demonstrate an understanding of the principles of equal opportunities in relation to the post.

Disability Confident Scheme

This means we will guarantee an interview to any candidate who has a disability if they meet the essential requirements of the person specification.