Job title:	**Commissioner**
Directorate:	**People**
Accountable to:	**Lead Commissioner**
Politically restricted post	**No**

Part A - Generic job purpose and capabilities

You will work as a member of the Strategy and Commissioning team, to support and contribute to the delivery of the strategic priorities and objectives of the People Directorate.

You will play an integral role in developing and delivering Commissioning Strategies to meet the care and support needs of Warwickshire's vulnerable residents whilst further developing communities and enabling a stronger resilience base. You will progress the delivery of robust and integrated commissioning intentions and frameworks across the whole community which will encompass extensive needs assessment and evidence based research, service redesign, market development, efficient use of resources and personalised outcomes for customers, patients, families and carers.

You will develop strong and robust partnerships within the Council and with other stakeholders in particular health, housing and private, independent, community and voluntary providers to deliver joint commissioning intentions and strategies and to shape joint commissioning activity.

You will support, and when appropriate represent the Lead Commissioner in this dedicated commissioning service area.



Generic competencies for Commissioners

Generic Capability	Descriptor
Strategic Thinking and Planning	• Identify the business requirements against need • Use insight, best practice and research to inform commissioning intentions • Formulate strategies/ plans/commissioning intentions to meet demand • Ensure best use of resources.

- Undertake joint strategic needs assessments with partners and stakeholders to identify local priorities for service development, redesign and transformation to ensure the delivery of effective health and social care services which are personalised and which offer choice and flexibility in provision to customers, patients, families and carers.

- Deliver the commissioning of integrated high quality services which result in the best use of resources to meet the assessed needs of the population across the health and social care community in Warwickshire

- To take responsibility for delivering innovative service redesign in line with integrated care pathways and within allocated resources drawing on business and commissioning intelligence, a robust evidence base and benchmarking information

- Take responsibility for leading the development of commissioning strategies and commissioning intentions in line with the Strategic Commissioning Operating Model to deliver personalised services which take full account of prevention and early intervention.

Generic Capability	Descriptor
Innovation and Change	• Undertake reviews to understand performance and quality • Evaluate options so as to assure the right solution/s with a mixed economy • Lead required change processes • Collaborate to put in frameworks to manage performance and quality

- Monitor, manage and review strategies, systems and services so as to drive a high performing culture and to implement knowledge, evidence and experience based redesign.

- Evaluate all available options across the spectrum of delivery models and mechanisms to implement effective intervention and preventative services to promote independence and reduce reliance on public services.

- Through service level agreements ,service specification and contracting arrangements and service reviews, to deliver improved performance in the quality of delivered services, in line with national and local indicators and to ensure services are safe and service provision is sustainable.

- Work closely with the Commissioning Support Unit and their contract monitoring and quality team to ensure that commissioned services operate within a clear risk framework.

Generic Capability	Descriptor
Finance and Commercial	• Budget setting/apportionment across commissioned services • Monitoring including management due to problems with performance, • Contract set up and negotiation and commercial partnership management, • Collaborate regarding quality inc contract measurement frameworks and compliance re statutory requirements.

- Effectively manage and balance all available resources, including financial budgets so as to ensure best value and impact/outcomes for customers.

- Ensure that planned reviews, developments and improvements in services are focused on opportunities for customers, patients, families and carers to self-direct their own care through personal budgets and through the markets developed capacity to provide individual service funds to meet the expressed wishes of those who control their own care and support.

- Support the cultural and organisational change process within Strategic Commissioning within an environment which ensures commitment to continuous improvement and greater effectiveness and efficiency in service provision and to ensure national and local standards are met.

- Support the successful implementation of all national and local strategies, guidance, standards and direction within and across allocated service areas.

Generic Capability	Descriptor
Influence and Relationship management	• Collaborates/ builds and sustains relationships with relevant stakeholders from customers to members, • Ensures appropriate consultation and co-production • Play an active role in managing the market.

- To develop and promote new initiatives and awareness raising campaigns aligned to commissioning intentions.

- Drive and facilitate integrated working arrangements within the Council, and with health partners, independent service providers and with the voluntary and community sector to commission a range of innovative, flexible and affordable services.
- Develop the capacity to apply principles of benchmarking and of engagement and consultation to ensure accountability to those who receive services to community organisations and representative groups, to the wider population and to elected members.
- Apply the principles of co-production to all aspects of the commissioning cycle to enable professionals and citizens to share power to plan and deliver support together.
- Lead engagement, shaping and management of the different markets through commercial, formal and informal channels.

Generic Capability	Descriptor
Business Acumen	• Support the construction of the medium term delivery objectives and plans • Support the management of costs • Deliver against savings plans • Deliver against income targets

- Contribute to the strategic operational longer term vision of the service.
- Support in defining the delivery plans aligning with strategic objectives and outcomes.
- Deliver against the income targets specified.
- Deliver savings targets allocated to the service.
- Contribute to policy and procedure development to maximise effectiveness and efficiencies.

Generic leadership competencies for Commissioners

Capability	Descriptor

People leadership	• Drives and motivates to maintain high performance • Deals with performance issues

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

Capability	**Descriptor**
Management of resources & planning	• 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 delivery function.
- Identify the capacity of the delivery team through effective workforce planning.
- Contribute to the WCC's medium term financial plan, including income targets where applicable.
- Collaborate regarding the quality assurance framework for the service/business unit.
- Develop and implement integrated working across services of WCC.

Capability	**Descriptor**
Organisational leadership & resilience	• 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.
- Maintaining business continuity in the event of service disruption.

Generic leadership competencies

Part B - Portfolio requirements

Delivery responsibilities	Strategy & Commissioning People through the delivery of;

	● Supporting the development of Commissioning Strategies with Lead Commissioners ● Leading on delivering commissioning intentions in partnership, across systems of care and service provision ● Leading stakeholder engagement with partners, market providers, users of services and regional commissioners ● Leading the co-production approach around the whole commissioning cycle ● Co-ordinating systems and service review including triangulation of data, intelligence and benchmarking to formulate options for redesign ● Leading delivery of redesign, tendering, mobilisation and transition into new arrangements ● Working alongside BSU colleagues to monitor and quality assurance providers in tandem
Statutory responsibilities *(if applicable)*	All commissioned services that relate to the delivery of the Care Act legislative requirements and Children's and Families legislation.
Specific experience	Substantial experience of operating at a senior level in Social Care, Health and/or Education including; ● Effective partnership working to deliver strategic objectives and implement commissioning intentions ● Sound project and programme management skills with extensive experience of effectively managing and delivering a range of complex projects. ● Effective negotiation, persuasion and influencing skills ● Ability to effectively communicate complex information including procedural, contractual and legislative matters to senior staff and elected members ● Knowledge of the role and function of information in supporting the commissioning and contracting process ● Ability to effectively analyse and interpret data and information to inform strategic commissioning decisions. ● Ability to interpret and make judgements about each stage of the commissioning cycle to ensure sound decision making ● Extensive knowledge of the use, impact and advantages of deploying a diverse range of

	contractual arrangements to manage the market ● Excellent engagement and co-production skills across both stakeholders and clients
Specific qualifications/and registration	Degree level of equivalent Management qualification or equivalent training/ development
Budget responsibility	Individual commissioners are responsible for commissioning services that range from £1 million to £20 million depending on the area of commissioning.
FTE responsibility (line management)	none
Key stakeholder relationships	Key partner relationship management including operational colleagues in Social Care, also Health, Education, Districts and Boroughs, Criminal Justice, Regional and Subregional commissioners, Provider markets and Counsellors and service users.

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.



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.