

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>13PCS</b>	<b>Role Title</b>	<b>Senior Commissioning Manager</b>
<b>Grade</b>	PS13	<b>Reports to (role title)</b>	<b>Head of Commissioning</b>
		<b>Directorate / School</b>	<b>Adults, Wellbeing and Health Partnerships</b>
<b>JE Band</b>	614-734	<b>Service / Department</b>	<b>Commissioning</b>
		<b>Date Role Profile was created</b>	<b>01/09/2016</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder.

The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To take lead responsibility for the development, management and improvement of commissioned services across a range of specialist areas in Adults, Wellbeing and Health Partnerships. The Senior Commissioning Manager will take responsibility for all commissioning resources that are in place to maintain service delivery, and ensure that appropriate risk management and business continuity measures are in place. They will be responsible for ensuring value in commissioned services, working to reduce inequalities, improve outcomes and making sure no-one is left behind.</p> <p>The role holder will work closely with the contract, commissioning and support service, finance and procurement colleagues to increase the value for money in service provision. The Senior Commissioning Manager will be the relationship lead with strategic service providers and will work with other commissioners across health and care on developing and shaping service provision within their area. The role holder will work in partnership with the relevant statutory, voluntary and third sector organisations, other professionals, individuals, unpaid carers, families and the community in order to co-produce and deliver positive outcomes.</p>
<b>Work Context</b>	<p>The role holder will be working closely with Integrated Care Board (ICB) colleagues on shaping the local integration agenda as well as having a lead for specific areas of commissioning. They may need to work across more than one site.</p>
<b>Line management</b>	There will be direct line management within this role, as well as the requirement to undertake matrix management within
<b>Budget responsibility</b>	Significant contributory impact over the Adults, Wellbeing and Health Partnerships budget
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Manage risk in relation to service delivery ensuring safeguarding issues are addressed, and contribute to the corporate risk management framework.</li> </ul> <p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity.</li> <li>• Drive change and embed new ways of working to ensure high quality service delivery and value for money.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Develop and ensure implementation of operational and service plans and policies, play a key role in long term plans to develop and implement new initiatives and operational systems.</li> <li>• Assist in the production of service plans, including the setting, monitoring and evaluation of service targets.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Plan, control and monitor allocation and use of allocated budget/resources/funding effectively to ensure maximum value is delivered.</li> <li>• May have indirect influence on significant commissioning budgets.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon to enhance service delivery.</li> <li>• Work with a range of agencies and partners to develop services in line with government policies, and to promote and coordinate initiatives.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Manage the service delivery of teams and units and ensure all cases, including complex and high risk are progressed in line with quality, national and legislative standards.</li> <li>• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p>

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent professional qualification/registration plus experience at a management level in a specialist area.</li> <li>• Deep understanding of relevant legislation and practice standards.</li> <li>• Deep knowledge and awareness of broader contextual factors affecting national service delivery.</li> <li>• Ability to exercise a significant degree of interpretive and constructive thinking and evaluative judgement appropriately.</li> <li>• Extensive knowledge of the concepts of change management, project management and continuous improvement, and their practical application.</li> <li>• Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.</li> <li>• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to build effective relationships with colleagues and a range of external partners.</li> <li>• Competent in a range of IT tools including MS Office and database management systems and able to promote the use of IT systems within the service.</li> <li>• High level problem solving and analytical skills with the capacity to devise and implement practical and creative solutions.</li> <li>• Proven ability to assess risks and benefits and respond appropriately.</li> <li>• Wide experience in successful leading, motivating, coaching, mentoring and developing staff.</li> <li>• Satisfactory DBS clearance might be required.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree or equivalent, ideally with a relevant social work, other associated health care, qualification or a relevant commissioning qualification. Extensive relevant experience will also be considered.</li> <li>• Substantial professional commissioning, contracting and management experience working in the context of public service delivery in the statutory or voluntary sector.</li> <li>• Experience of putting in place systems that support high quality delivery of commissioned services.</li> <li>• Evidence of continuing professional development including leadership and management training.</li> <li>• Detailed knowledge of social care processes and responsibilities in line with strength based practices.</li> <li>• Skilled communicator; strong public speaker and presenter.</li> </ul>
<b>Role Summary</b>	<p>Roles at this level plan, organise and manage large and complex teams or specific service areas, and /or coordinate activity across different functions to contribute to the council's social care and inclusion duties. Their work usually includes policy development, developing and implementing operational plans and helping to develop and deliver strategy. Planning takes place over a longer period (year or more). They will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisation's objectives. Roles at this level require extensive management experience and high level expertise. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance.</p>
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