

Job Description



Job Title: Senior Commissioner – Adults and Health	Service Area: Commissioning	
Directorate: Adults and Health	Post Number: 27297	Evaluation Number:
Grade: SMRA	Date last updated: 12.07.16	

SERVICE TRANSFORMATION

Newham Adults and Health Directorate is committed to improving opportunities and outcomes for people who require care and support, their carers and for people who may need support in the future. We have been transforming how Adult Social Care is provided. Our aim is for a personalised system of support that improves choice and control for individuals and supports carers.

Along with our partners, we are committed to developing services and approaches that support resilience by promoting independence, health, well-being and inclusion. There is a key focus on preventing people needing long term or more intensive support.

Overall Purpose of Job

Take lead responsibility for the evidence based development and implementation of services to achieve national and local objectives and priorities by:

- Playing a major role in assisting the development and implementation of services that will support delivery of the integrated care agenda, in partnership with CCG and Public Health colleagues.
- Developing and implementing commissioning, contracting and performance management of care and health services
- Commissioning a comprehensive range of high quality, responsive and efficient adult social care services for the Newham population

Principally, the post holder will be responsible for the following areas:

- Sponsorship of social care related elements of the CCG's Community Health Services re-procurement commissioning strategy, and the joint LBN-CCG integrated care vision. This will involve evidence-based development of new models of care and innovative contract models
- Contributing to the development of a successful commissioner / provider relationship with Adult Social Care services, including assessment and care management (social worker) services.

- Development of longer term commissioning strategies of care in high value areas of spend.

Job Context

1. The post holder reports to the Assistant Director of Commissioning Manager - Adults and Health.
2. The post holder will have line management responsibilities, and will be required to oversee and work delivered by other team members, and colleagues across the directorate. The post will have shared responsibility for commissioning and financial monitoring of services budgets. This will include shared budget responsibility for some budget areas.
3. The post holder will work closely with commissioning colleagues in the CCG, as well as other relevant senior staff across LBN and the CCG.
4. The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Act on behalf of the LBN Adult Social Care Department in discussions and planning of new models of integrated care that will benefit the population as part of the re-procurement of Community Health Services re-procurement.
2. Playing a major role in the development of evidence based strategic plans to deliver high value services across the service areas of the local Health and Social Care economy for which the post holder is responsible.
3. Undertake benchmarking activities across service areas with local equivalents, including the analysis of information and outcomes to increase awareness of the positioning of the authority and highlight areas to improve on outcomes as part of the future structure
4. Develop an appropriate project management approach to relevant projects, and demonstrate effective strategic co-ordination of appropriate stakeholders within the Commissioning Unit and across key stakeholders within Newham CCG and LBN.
5. Leading the implementation of projects in the specified areas, working with neighbouring commissioners and other staff where appropriate. This will include capacity planning, joint work with Health partners and stakeholders, GP practices,

Local Authority, independent and Voluntary and Community Sector providers to ensure effective service transition

6. Appropriate use of a range of evidence and data, including health needs assessment, community intelligence and benchmarking information ensuring the active engagement of users, carers and staff in the development and delivery of service remodels
7. Appropriate market engagement and development work with current and potential providers, both locally and nationally.

Management

8. Implement and adhere to HR Policies & Procedures, including disciplinary / grievance investigations in line with the Council's Scheme of Delegation
9. Effectively manage corresponding high levels of risk including reputation in respect of the Council.
10. Ensure Health and Safety policies are implemented and adhered to
11. To ensure that the people and resources within area of responsibility are effectively and efficiently managed and developed to balance need and risk whilst achieving the delivery of council objectives and the best possible outcomes for customers and their carers
12. To represent the Head of Service and the service at meetings and working groups as appropriate
13. To be a member of the out of hours Welfare on Call rota.

Budget

14. To ensure the authorisation, monitoring and control of expenditure in accordance with Financial Regulations and Delegated Authority
15. To have shared budgetary responsibility for any relevant budgets, and undertake relevant financial management and scrutiny of budget activity
16. To manage services within cash limited budget and adhere strictly to the Council's standing orders and financial regulations.
17. To be responsible for maximising benefits and realising the efficiencies / savings within the service areas for which the post holder is responsible

Quality

18. To investigate and respond to service user complaints and member/MP enquiries according to the relevant complaints procedures.

19. To be responsible for developing and implementing appropriate quality assurance and governance systems and structures

Safeguarding

20. To have responsibility for ensuring the Safeguarding Adults policy & procedures are implemented by commissioned services.
21. To have responsibility of ensuring the governance & compliance is embedded within commissioning and contracting activity to protect and prevent the abuse of vulnerable adults.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE:	
Excellent understanding of key national and local drivers that affect health and social care.	Application Form/Interview
Awareness of emerging models of integrated care, and their relative merits	Interview
Excellent financial awareness and knowledge of business planning cycles and systematic approaches.	Application Form/Interview/Test
In depth theoretical knowledge of relevant contracting systems and procedures.	Application Form/Interview/Test
Proven advanced theoretical knowledge of complex service change, major policy implementation and project management.	Application Form/Interview/Test
Excellent understanding of the use of information to drive up performance.	Application Form/Interview/Test

QUALIFICATION: Educated to degree-level or equivalent in a relevant area, or equivalent by experience.	Application Form/Interview/Documentation
EXPERIENCE: Substantial experience of working in commissioning and policy development across health and care systems Experience of strategic planning. Experience of budgetary awareness and control. Previous experience of strategic commissioning including effective organisation, planning and delivery oversight Experience of developing evidence-led strategic policy from a wide range of sources, including academic research Proven experience of working collaboratively with stakeholders to achieve service improvement. Experience of leading change Experience of developing strong networks at a senior level internal and external to the organisation. Proven ability to work with and influence senior professionals Working with interest groups, facilitating a positive attitude towards service improvement amongst all parties. Experience of analysing financial trends within a Directorate of a large organisation – leading to financial improvement.	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview/Test Application Form/Interview
SKILLS AND ABILITIES:	

Ability to communicate and influence staff throughout all levels of an organisation, from junior staff to senior directors.	Interview/Test
Excellent analytical skills, with the ability to learn and critique strategic proposals at pace	Interview/Test
Ability to simplify complex ideas & communicate them.	Interview/Test
Ability to manage staff.	Application Form/Interview
Outstanding written and verbal communication skills.	Application Form/Interview/Test
Ability to organise multiple tasks and workload independently and to demonstrate accountability.	Interview/Test
Ability to quickly establish effective working relationships with users, and staff at all levels within the organisation.	Interview
Ability to work across organisations with competing priorities.	Interview
Ability to work effectively under pressure within the parameters of statute and Council Policy/Procedures and police protocol.	Interview
Ability to work as a part of a team.	Interview
OTHER SPECIAL REQUIREMENTS:	
This post is subject to an enhanced DBS check.	Satisfactory clearance at conditional offer stage