

# Job Description

October 2009

## 1. DESCRIPTION

**1.1 Post Title:** **Joint Commissioning Manager**

**Operating Unit:** **Community & Wellbeing** **Location:** **St Martins Place**

## 1.2 MAIN PURPOSE OF JOB

- To be an effective ambassador for the Council and PCT ensuring that a truly joint approach is taken to addressing health and wellbeing outcomes.
- To undertake the lead role in managing the governance and joint commissioning processes on behalf of the Community & Wellbeing Department and the Primary Care Trust ensuring that there are effective systems to identify service needs, assess resources, specify quality and cost effectiveness, organize contracts, monitor performance in order to achieve best value
- To ensure that there are smooth and effective joint arrangements between Slough Borough Council and the Primary Care Trust
- To manage and lead the Joint commissioning Team

## 1.3 POSITION IN ORGANISATION

Name and position of immediate supervisor:

			Staff	Manual
Title:	Assistant Director	Direct Reports	3	
	Personalisation,	Indirect Reports	11	
	Commissioning	& Total Managed	14	
	Partnerships			


## 1.4 MAIN ACCOUNTABILITIES

1. To be lead adviser on joint commissioning processes ensuring that the Council and the PCT are at the leading edge in government initiatives and best practice in the joint commissioning of services, to meet identified health and wellbeing outcomes.
2. To lead and direct the Joint Commissioning Team in a way that contributes to the delivery of the Council's and PCT's vision and core values, providing a clear sense of direction, optimism and purpose, and to ensure equality of access and treatment in employment and service delivery and optimise the benefits of joint commissioning.
3. To contribute to the development and delivery of the PCT's Operating Plan and relevant Council plans and strategies.
4. To work closely with the PCT Strategic and Locality Commissioning Directorates to ensure that joint commissioning activities are integrated into the wider commissioning processes within the PCT

5. To organise the production of relevant commissioning strategies and plans to achieve a co-ordinated and integrated approach to jointly commissioned service across the Council, Social Services, PCT and other partner agencies. These to be developed where appropriate in conjunction with the other UAs in East Berkshire under the auspices of the Joint Strategic Commissioning Board.
6. To lead the Commissioning Team so that services from internal and external providers, working closely with health and social services staff to ensure the provision of high quality and cost effective services which meet clearly defined service standards and the needs of service users. To ensure all commissioned services include quality measures and outcomes.
7. To ensure approaches to commissioning reflect national and local priorities, including the delivery of personalised adult social care services in line with 'Putting People First'
8. To be aware of the local and national market of providers of services, provide advice on market conditions and take any necessary steps to stimulate and improve the market with a range of providers.
9. To lead the joint commissioning input into achievement of the World Class Commissioning competencies and performance reporting for Slough. To ensure all relevant evidence is available for Care Quality Commission and other performance management frameworks.
10. To lead the achievement of specific performance indicators for Slough, including LAA indicators.
11. To take an East Berkshire lead on jointly commissioned projects where Slough is the lead Authority as agreed by the JSCB.
12. To develop a Health and Wellbeing strategy for Slough which will inform future joint commissioning plans.
13. To review and support the Joint Governance arrangements for Slough.
14. To lead and direct the effective management of the Joint Commissioning Team to provide:
  - Effective joint commissioning of services on behalf of Slough Borough Council and the PCT through the use of effective systems of target setting, performance management and business planning that encourage an innovative and creative approach to service delivery;
  - An optimum level of service provision in accordance with the Council's and PCT's policies, budget allocation, and statutory requirements.
  - Budget management within the resources available and in line with priorities and financial targets in compliance with the policies, financial regulations and standing orders of the Council and the PCT.
  - Implementation of service policies, plans and budgets to deliver effective and efficient commissioning services;
  - Effective systems of procurement contract management and monitoring.
  - Positive people management that maximises individual and team contributions and development fosters collaborative and flexible working to meet the Council's objectives and, where appropriate the PCT's objectives.
  - User and Carer consultation strategies that inform the planning and the delivery of service.
15. To develop, promote and sustain high quality internal and external working relationships and partnerships, between the Community and Wellbeing Department, the Primary Care Trust, other independent sector agencies and the Community.
16. To promote and contribute to flexible, integrated, cross-Council and inter-agency working and an outward focus that improves service delivery, jointly tackles problems, maximises the use of external sources of funding, customer and community focus and a performance culture.

17. To promote strong, direct and effective communications and consultation on behalf of Social Services and the PCT, to ensure the Council's and PCT's messages are conveyed in a timely, transparent and coherent manner, to enable the local community's views to be heard and utilise the available technology to best effect.
18. To contribute to Council-wide/cross-departmental and Council/PCT, strategies, projects or policies, working groups, as required from time to time.
19. To prepare reports, attend meetings and ensure that government reports and returns are completed.
20. To carry out any additional responsibilities commensurate with the level of the post.
21. To ensure that all plans address issues of equal access and social inclusion (with regard to both provision of services and employment) and the impact is evaluated.
22. To identify and promote best practice, best value, service performance and quality in service commissioning to ensure that all services meet the highest standards.
23. In partnership with PCT and Social Services staff, service users and carers and in line with national performance indicators, to develop, monitor and report on service performance indicators, best value and quality standards.
24. Budget and staffing responsibilities:
  - The post holder is directly responsible for a gross budget of approximately £4.6m – this figure includes grant funding (e.g. Supporting People)
  - The post has direct line management responsibility for five staff

## Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential/Desirable		Method: Application (A) Interview (I) Test (T)
<b>Experience</b>	1.1	5 years experience in management in a public sector / commissioning organisation.	Essential	✓✓	A / I
	1.2	A proven track record of managing complex relationships at senior level in a comparable large and complex organisation to achieve measurable and sustained success.	Essential	✓✓	A / I
	1.3	Evidence of success in the development, implementation and monitoring of a broad range of commissioned and jointly commissioned services within a comparable large and complex care service organisation	Essential	✓✓	A / I
	1.4	Evidence of success of providing a co-ordinated and integrated approach to the delivery of jointly commissioned services across organisational “boundaries” (e.g. local authority and health authority).	Essential	✓✓	A / I
	1.5	A successful track record and background of consistent achievement in managing change, optimizing best value and quality services through the commissioning of services.	Essential	✓✓	A / I
	1.6	Evidence of successful collaborative working on significant projects at a senior level with a range of internal and external agencies and stakeholders, including staff, elected members, trades unions, external partner bodies and customer / community groups.	Essential	✓✓	A / I
	1.7	Successful management of staff and significant budgets, including the resolution of conflicting interests and priorities.	Essential	✓✓	A / I
	1.8	Evidence of achievement and a clear understanding of equal opportunities in employment and service delivery.	Essential	✓✓	A / I
	1.9	Evidence of effective project management, planning, managing and monitoring programmes of substantial work.	Desirable	✓✓	A / I
	1.10	Experience in a commissioning environment.	Essential	✓✓	A / I

<b>Knowledge</b>	2.1	Knowledge and a significant understanding of the operational, statutory and non-statutory duties and strategic objectives of the Council's Adult Social Care functions and where appropriate, the PCT's objectives.	Essential	✓✓	A / I / T
	2.2	Knowledge and a significant understanding of the key issues in commissioning of services for adults and joint commissioning of services.	Essential	✓✓	A / I / T
	2.3	Knowledge and clear understanding of key policies and legislation relating to adult social care and health services (including World Class Commissioning and Putting People First).	Essential	✓✓	A / I / T
<b>Skills/ Abilities</b>	3.1	Ability to provide leadership, vision and direction to individuals and teams to gain commitment to and ownership of the commissioning of services and joint commissioning services.	Essential	✓✓	A / I / T
	3.2	Ability to manage resources effectively and efficiently to meet targets, performance standards and the Council's PCT's objectives.	Essential	✓✓	A / I / T
	3.3	Ability to lead, empower and motivate people and contribute to effective teams and relationships.	Essential	✓✓	A / I / T
	3.4	Ability to identify and deliver best practice and best value with a bias for action and an enthusiasm for continuous improvement.	Essential	✓✓	A / I
	3.5	An ability to manage and implement change effectively and exploit new opportunities.	Essential	✓✓	A / I
	3.6	Ability to plan, manage and deliver significant and complex high profile projects.	Essential	✓✓	A / I / T
	3.7	Highly developed communications, influencing, negotiating and inter-personal skills.	Essential	✓✓	A / I / T
	3.8	Good personal impact and a flexible personal style that allows for challenge and collaboration.	Essential	✓✓	A / I / T
	3.9	Personal and professional demeanour that instils confidence and respect amongst staff, elected members, other internal and external partners and stakeholders.	Essential	✓✓	A / I / T
	3.10	Ability to ensure the delivery of the Council's and PCT vision and core values, providing a clear sense of direction, optimism and purpose.	Essential	✓✓	A / I
	3.11	Ability to ensure equality of access and treatment in employment and service delivery.	Essential	✓✓	A / I
	3.12	Ability to work effectively with competing priorities.	Essential	✓✓	A / I / T

<b>Qualifications</b>	4.1	Degree or equivalent.	Desirable	✓✓	A / I
	4.2	Evidence of continuing professional development.	Essential	✓✓	A / I
	4.3	Professional qualification allied to the post.	Essential	✓✓	A / I
	4.4	Management qualification e.g. DMS or MBA.	Essential	✓✓	A / I