

Job Profile Information: Strategic Commissioning Manager, Adults Integrated Commissioning

This supplementary information for Strategic Commissioning Manager is for guidance and must be used in conjunction with the Job Capsule for

Job Level.....5..... Zone.....2..... Camden Way Category4/5.....

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To manage an adults' integrated commissioning portfolio on behalf of the directorate and NHS Camden, leading the commissioning of large NHS contracts

To support and manage the commissioning of services on behalf of the directorate and public health, plus to manage the commissioning of community health services on behalf of NHS Camden.

To work as a senior manager with other senior managers across the department and across agencies to implement all aspects of the adults agenda to improve outcomes for all service users.

To support the head of service in developing the commissioning frameworks, systems and processes for the directorate and the wider adults partnerships

To support effective governance and partnership working arrangements, to support joint commissioning and in particular effective joint working with health and the voluntary sector.

To support and sometimes lead change programmes and service redesign as required by the directorate.

To contribute to the overall leadership of the service and represent the department at strategic meetings.

To support the implementation of an appropriate strategic commissioning framework for the Supporting People Directorate and local partnerships, ensuring the effective, appropriate and value for money delivery of commissioned services for adults to support the delivery of the Care Act and other relevant legislation.

People Management Responsibilities:

(Number of reports, nature of management responsibility)

Commissioning managers as required

Relationships;

(Nature of relationships and partnerships e.g. internal, external, and level)

- To lead on contract management, plus strategic policy development and implementation, as required, providing briefings, reports and advice for DMT, lead members, councillors, providers, partners and other stakeholders.
- To ensure the views of key stakeholders contribute to the commissioning process and to play a leading role in relation to the partnership with health and the voluntary sector.
- To chair and/or attend various internal and external working groups as appropriate representing the service as appropriate.
- To lead the development, implementation and delivery of identified contracts and projects across the directorate and establish monitoring and evaluation systems for all the services for which responsible.

Work Environment:

(Describe the work environment e.g. office based, outdoors etc.)

- Daily use of keyboard and screen and/or laptop in an office with flexible seating options.
- Periods of focussed activity and prolonged concentration (i.e. report writing and analysis)
- Conflicting priorities
- Occasional exposure to highly distressing or highly emotional circumstances – contact with stakeholders advising on contractor's poor performance and non-attainment of key targets.
- Requirement to travel to meetings within Camden, throughout the UK using public transport systems.

Technical Knowledge and Experience:

(E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)

- Formally educated to degree level or equivalent level of experience of working at a senior level in specialist area.
- Specialist knowledge of commissioning and/or provision gained through practical experience.
- To lead and manage all staff within your portfolio including ensuring effective: support and supervision, appraisal and performance management, training and professional development.
- To manage portfolio budgets and ensure the effective use of resources, human and financial.
- To support the development and implementation of systems and processes to support the appropriate joint commissioning and procurement of services compliant with Council Contract Standing Orders, procurement legislation and in line with emerging good and best practice.
- To lead the implementation of systems and processes to support the effective contract performance management and evaluation in line with emerging good and best practice; and best value procurement of services leading contract negotiation with providers and appropriate performance and financial management agreements for jointly commissioned services.
- Responsible for developing and delivering strategy, promoting innovation and supporting operational excellence in the CCG. Working with highly complex data, facts and situations requiring analysis, interpretations and comparisons on a range of options and making decisions on the most appropriate approach. For example in the development of commissioning plans to meet future demand.
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of your duties.
- Promote the adoption of innovative strategies and techniques.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden

- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>