

Job Profile Information: Strategy & Commissioning Manager

This supplementary information for Pathway Commissioning Officer is for guidance and must be used in conjunction with the Job Capsule for Job Zone 01 Level 05 Camden Way Category

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:

(one or two sentences that describe what this job is about)

To contribute to the delivery of an effective and comprehensive Pathway Commissioning Strategy that supports the Council's strategic objectives and priorities, including the Housing Strategy. To lead on the commissioning and procurement of Pathway services in line with the Pathway Commissioning Strategy and Council Strategies, working with the Housing Commissioning and Partnerships Manager and People Procurement Hub

Example outcomes or objectives that this role will deliver:

(Approx. six to eight key statements)

- To work with internal and external partners including Pathway providers, Housing Needs, Community Safety, other commissioners, Probation, other voluntary agencies, and other stakeholders to ensure the effective delivery of the programme.
- To contribute to and maintain a wide knowledge of local and national strategy relating to Pathway services, including housing and related legislation, circulars and guidance and the various sources of finance and support available to meet the needs of the Pathway client groups.
- In line with the Pathway Commissioning Strategy, to work with the Housing Commissioning and Partnerships Manager and the People Procurement Hub in the strategic commissioning and development of new and existing Pathway services, including the procurement and tendering process and raising capital and revenue funding.
- To work with colleagues across the Department and Council to develop and implement a Pathway Procurement Strategy and to develop procurement procedures for Pathway services, including identifying and implementing opportunities to jointly commission services.
- To represent the Council in complex negotiations and in joint planning forums or meetings relating to the Pathway with the CLG, Registered Providers, the Voluntary Sector, Private Sector and other stakeholders and report as required. This will include chairing meetings.

- To meet with colleagues in the Council/partner organisations and attend meetings and commissioning bodies as required to ensure a strategic and coordinated approach to the commissioning of Pathway services and input to relevant Council policies and strategies, including the development of a comprehensive needs profile and evidence base to inform the strategic commissioning process.
- To lead in the development and implementation of contract management and compliance processes for Pathway contracts and services in line with the requirements of the Council, including the development of outcome based monitoring for Pathway services.
- To lead in the development and implementation of Pathway service specifications, including working with providers, the Council and stakeholders in the development and implementation processes.

People Management Responsibilities:

(Number of reports, nature of management responsibility)

None

Relationships;

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

Postholder is expected to develop and maintain professional and positive working relationships with a range of stakeholders involved in the Pathway programme, including the Pathway Joint Commissioning Group, Councillors, service providers and service users.

Work Environment:

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

The Housing Commissioning and Partnerships Team is a fast paced, busy operation, often working to tight deadlines. The postholder must be able to work effectively in this environment and deliver a service that responds to the many demands required of it.

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)

- Knowledge of strategic commissioning and procurement processes, and experience in their application and delivery to complex programme and/or service areas.
- Knowledge of quality systems and ability to develop and implement performance monitoring and review arrangements
- Knowledge of local, regional and national programmes relating to vulnerable client groups.
- Experience of project management including delivering targets under pressure and working successfully to tight deadlines

- Experience of contract management in a support service environment including developing and monitoring service outcomes and performance monitoring.
- Experience of developing policies and procedures
- Experience of inter-agency working and planning with senior officers at a strategic level.

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/>

Chart Structure