

Job Profile Information: Strategic Commissioning Manager

This supplementary information for Strategic Commissioning Manager is for guidance and must be used in conjunction with the Job Capsule for Job Family Strategy, Policy & Governance at Job Level 5 Zone 2

Camden Way Category 4

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' commissioning portfolio on behalf of the directorate

To support and manage the commissioning of services on behalf of the directorate and public health

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:

Commissioning managers and project officers as required

Relationships:

The post holder will be required to:-

- communicate and provide highly complex information to a wide range of internal and external stakeholders in a way that builds understanding and support across the system
- Develop a constructive relationship and dialogue with stakeholders including service users to inform commissioning decisions.
- Present highly complex information about projects, initiatives and services to a wide range of stakeholders
- Commit to working and engaging constructively with internal and external stakeholders on a range of possibly contentious issues.
- Nurture key relationships and maintain networks internally and externally, including national networks and support collaborative working across the all relevant partners and providers
- To chair and/or attend various internal and external working groups as appropriate representing the service as appropriate.

Work Environment:

The post holder will be based in an office environment and may be required to attend evening meetings or other out-of-hours events on occasion; reasonable notice will be given under these circumstances.

- 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)
- 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:

- Formally educated to degree level or equivalent level of experience of working at a senior level in a relevant specialist area.
- Specialist knowledge of commissioning and/or provision gained through practical experience.
- Experience of leading and managing staff including ensuring effective: support and supervision, appraisal and performance management, training and professional development.
- Experience of working collaboratively and in partnerships across agencies to deliver improved outcomes
- Experience of writing and presenting policy and strategy, to inform others about relevant issues and recommend appropriate future action.
- Experience of successful project management and delivery of agreed outcomes and improved performance within specified timescales.

- Ability to manage portfolio budgets and ensure the effective use of resources, human and financial.
- Ability to support the development and implementation of systems and processes to support the appropriate commissioning and procurement of services compliant with Council Contract Standing Orders, procurement legislation and in line with emerging good and best practice.
- Ability 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.

- Ability to work with highly complex data, facts and situations requiring analysis, interpretation and comparisons on a range of options and making decisions on the most appropriate approach. For example, the development of commissioning plans to meet future demand.

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 by clicking [HERE](#)

Chart Structure

Adults' Commissioning Service
February 2018

