

Job Profile Information: Commissioning Manager

This supplementary information for Commissioning Manager is for guidance and must be used in conjunction with the Job Capsule for Job Zone Level 4 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 act as a commissioner in the adult commissioning service, responsible for all elements of the commissioning cycle
- Lead responsibility for a portfolio of work which may change over time responding to the needs of the service. This role will lead on the Better Care Fund.

Example outcomes or objectives that this role will deliver:

- To lead procurement and contract negotiation and the development of service specifications with providers and people who use services, as required
- To contribute to the preparation of strategies, plans, and performance reporting as required by the role
- To be responsible for effective monitoring and analysis of services provided and produce regular reports in relation to performance and strategy, as required
- To ensure the views of service users are central in all stages of the commissioning cycle
- To work across health and adult social care, including with other client groups, as part of cross cutting work and as required by business priorities

People Management Responsibilities:

None

Relationships:

- To work in partnership with other departments, Camden CCG Camden and other public sector agencies to commission services in line with national standards and local priorities, as required

Work Environment:

- All employees are expected to observe the Council's Health and Safety Policy and safety legislation whilst carrying out the specific duties and responsibilities of their post.
- The Council operates a no smoking policy in all of its buildings, which all employees are expected to adhere to.
- *Working with computerised and manual record systems, you will need to be fully aware of your responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of Personal Data.*

Technical Knowledge and Experience:

- Education to degree level or equivalent
- Good knowledge of commissioning and the health and care system
- Ability to work collaboratively with a range of needs, senior managers, providers and elected members in a complex multi-agency environment.
- Excellent communication, negotiation and influencing skills.
- Ability to translate national and local strategic priorities into effective commissioning strategies
- Ability to analyse and evaluate information including needs analysis and to draw conclusions about local needs and how to address them through service commissioning.
- Ability to use IT systems and conventional systems to manage statistical information and to produce reports for others.
- Ability to negotiate funding arrangements and an understanding of the contracting process.
- Evidence of a commitment to and an understanding of diversity and equal opportunities issues and how to implement practice.
- Flexible and able to work on several projects concurrently and the ability to prioritise and organise workload.
- Relevant professional experience, such as working in health or social care services, commissioning or social work.
- 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.

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](#)