

Job Profile Information: Head of Adults' Commissioning, Integrated Commissioning, Supporting People

This supplementary information for *Head of Adults Commissioning* is for guidance and must be used in conjunction with the Job Capsule for Leadership Job Level 6 Zone 2

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 lead and manage the Adults' Commissioning Service which leads substantial areas of social care commissioning on behalf of the supporting people directorate

Example outcomes or objectives that this role will deliver:

- To lead substantial areas of commissioning social care services on behalf of the directorate
- To work as a senior manager with other heads of service across the department and across agencies to implement all aspects of the adults agenda to improve outcomes for all service users.
- To take a lead role in developing the commissioning frameworks, systems and processes for the directorate and the wider adults partnerships
- To develop and secure effective governance and partnership working arrangements, and in particular to promote effective joint working with health and the voluntary sector
- To lead change programmes and service redesign as required by the directorate
- To contribute to the overall leadership of the Directorate through membership of the Extended Leadership Team

- To lead the development and 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 teams

Relationships;

- To lead on strategic policy development, as required, providing policy 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 establish, maintain and improve relationships with providers, promoting a culture of continual improvement in commissioned services
- To establish, chair and attend various internal and external working groups as appropriate representing the service as appropriate.
- To lead the development, implementation and delivery of identified projects across the directorate and establish monitoring and evaluation systems for all the services for which responsible.

Work Environment:

- 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:

- Formally educated to degree level or equivalent level of experience of working at a senior level in specialist area.
- Extensive specialist knowledge of commissioning and/or provision gained through practical experience.

- Effectively lead and manage all staff within the service including ensuring: effective support and supervision; appraisal and performance management; and training and professional development.
- Manage all budgets for the service and ensure the effective use of resources, human and financial.
- Lead 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.
- Lead the development and 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
- Work with highly complex data, facts and situations requiring analysis, interpretations and comparisons on a range of options and use this to promote decision-making, 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 this responsibility.
- 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