

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 and supporting the strategic commissioners to deliver system and population wide change.
- Lead responsibility for a portfolio of work which may change over time responding to the needs of the service. This role will lead on co-ordinating the Better Care Fund and contract management for residential and nursing care services.
- To be a team player, to support colleagues in a flexible way by sharing workloads and offering challenge advice and guidance as required.
- To develop good relationships across health and social care ensuring all parties have input in to and deliver change.

Example outcomes or objectives that this role will deliver:

- To drive the improvement and development of residential and nursing care services
- In partnership with colleagues across health and care, to co-ordinate the production and monitoring of the annual Better Care Fund plan.
- 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 Camden residents, other departments, Camden CCG 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 residents, senior managers, providers and elected members in a complex multi-agency environment.
- Excellent communication skills and experience of writing and presenting policy and strategy to inform others about relevant issues and recommend appropriate future action.
- Ability to analyse and evaluate information including needs analysis and to draw conclusions about issues and how to address them.
- Experience of successful project management including the flexibility and organisational skills to work on several projects at the same time.

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