

## **Job Profile**

**Job Title:** Contracts and Commissioning Manager – Integrated Commissioning Mental Health and Learning Disabilities  
**Job Grade:** Level 4, Zone 2  
**Salary Range:** £42,687 - £49,515

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. The Integrated Commissioning team are playing an exciting, active part in this change, with a transformation and commissioning agenda that works across the NHS and Council to deliver improved outcomes for people with mental health needs and learning disabilities.

### **About the role**

Working as part of a team the role-holder will have overall responsibility of mental health and learning disabilities contracts including monitoring, performance and negotiation of contracts with providers. You will be responsible for the analysis and interpretation of large quantities of data and have the ability to present in a range of user-friendly formats.

Through contract monitoring and site visits you will be responsible for developing improvement plans with providers to ensure services are being delivered to the highest quality and the needs of our diverse population is being met.

You will have responsibility for helping to shape and develop the health and care markets including horizon scanning to gather intelligence on best practice and innovative models of care.

Working with the finance and performance team you will be expected to lead on bi-annual quality and performance reports and present to both the Senior Management and Director Management Team.

You will be responsible for ensuring the council receives good value for money in the commissioning of its mental health and learning disabilities services as well as ensuring providers deliver safe and effective services of the highest quality. We are committed to ensuring that our commissioned services are accessible for everyone in our community and that everyone can expect the same standard of care. The role holder will play a crucial role in making our commitment happen.

### **About you**

You will have a background in managing contracts in either a health or social care setting and be competent in the analysis and presentation of large data sets. Experience of developing strong relationships with providers and developing high performing partnerships to improve outcomes for residents.

The skills, knowledge and experience include:

- Educated to degree level or equivalent level of experience in a health or social care setting
- Flexible and able to work on several projects concurrently, the ability to prioritise and organise workload and maintain pace across different work streams.

- Ability to lead and to work collaboratively with a range of people including residents, providers and senior managers in a complex multi-agency environment.
- Excellent written and verbal communication, negotiation and influencing skills.
- Ability to use IT systems (e.g. MS Excel) to manage statistical information and to produce reports for others.
- Evidence of a commitment to, and an understanding of, diversity and equal opportunities issues and how to implement in practice.
- Experience and skills for working in a political environment.
- Experience and skills for writing and presenting policy and strategy to inform others about relevant issues and recommend appropriate future action.
- Experience and evidenced based skills for successful project management and delivery of agreed outcomes and improved performance within specified timescales.

#### **Work Environment:**

Camden has a flexible working policy in place with a mixture of office and home based working the norm depending on the needs of the business. Our office at 5 Pancras Square, Kings Cross comprises a swimming pool, leisure centre, library, customer access centre, café and office accommodation and is one of the greenest buildings in London. As part of our Quality Assurance process, you will be required to visit provider services on a regular basis.

#### **People Management Responsibilities:**

There are no line management responsibilities associated with this role

#### **Relationships:**

The post holder will be required to:

- Present highly complex information about projects, initiatives and services to a wide range of stakeholders including service users and their families, providers, elected members, clinicians and social care teams
- Develop a constructive relationship and dialogue with representatives of resident, carer and patient groups to help develop appropriate and responsive services
- Nurture key relationships and maintain networks internally and externally, including working across our Integrated Care System (North Central London) and support collaborative working across all relevant partners

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

#### **Is this role Politically Restricted?**

No.

#### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.