WOKINGHAM BOROUGH COUNCIL	**Job Description**	Job Reference
		712595

Job Title	Strategy and Commissioning Officer	
Service	Adults Social Care and Health Team	Strategy, Commissioning and Performance
Location	Shute End/Hybrid Working	
Reports to	Head of Service: Strategy and Commissioning	
Responsible for	Not applicable	

Grade	Type of position:	Date
9	Permanent Full Time	August 2022

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

The Adult Social Care Strategy, Commissioning and Performance Service supports the delivery of efficient and effective services that enable the department to deliver against our Adult Social Care strategy and wider corporate delivery plan. Helping to move Adult Social Care forward ensuring that we have the right mix, capacity and quality of services and support arrangements to enable people to be as independent as we know they wish to be.

Purpose of the role

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Working with the Head of Service for Strategic Commissioning and other members of the Strategy, Commissioning and Performance Team to drive and implement the fast-paced transformation of the Adult Social Care and Health services to deliver better outcomes for people, improved value for money, and a sustainable high quality Adult Social Care system for the people of the borough of Wokingham, in line with our strategic priorities set out in the Adult social Care Strategy.

The post holder will take accountability for:

- Supporting commissioning activity across all specialisms within Adults Services
- Working with a range of internal and external stakeholders to shape and deliver local priorities as set out in the Adult Social Care Strategy
- Woking with Commissioning Managers to ensure that the services we commission are high quality, effective, demonstrate value for money and enable us to meet the requirements of the Care Act 2014 and future social care reforms
- Procure and contract manage a number of services which support vulnerable communities within Wokingham
- Understanding our local market of care providers, supporting a diverse range of care and support services to ensure sustainability and maximise outcomes for residents in Wokingham.

Main Accountabilities	
1	To support and maintain positive and effective relationships with health, housing and social care providers, ICS and council staff, carers and advocates and elected Members.
2	To undertake commissioning and contract management drawing on the support of specialist procurement resource.
3	To maintain an awareness of developments in legislation and best practice relevant to adults services, and develop proposals for organisational improvement as appropriate to level.
4	Working collaboratively across the organisation to undertake intelligence gathering; developing, commissioning and analysing an evidence base; horizon scanning to inform strategy and policy development; market shaping; service design and commissioning; procurement; budget and strategic and/or operational contract management; quality assurance and performance review as required within the specialist area of commissioning.
5	To support Commissioning Managers with the development and implementation of business systems, processes and policies in order to ensure they are in line with strategic business objectives and contributing to continuous improvement in service delivery.
6	To manage customer issues effectively, providing excellent customer care and delivering improved outcomes for customers, communities and clients.
7	To support Commissioning Managers in providing specialist advice and input to the development and delivery of policy, including the updating of thresholds, rules, scripts, developing best practice and contributing to continuous improvement in service delivery, working with other specialist areas to ensure a collaborative approach within adult social care.
8	To support and contribute to the development and maintenance of strategies and policies within Adult Services.

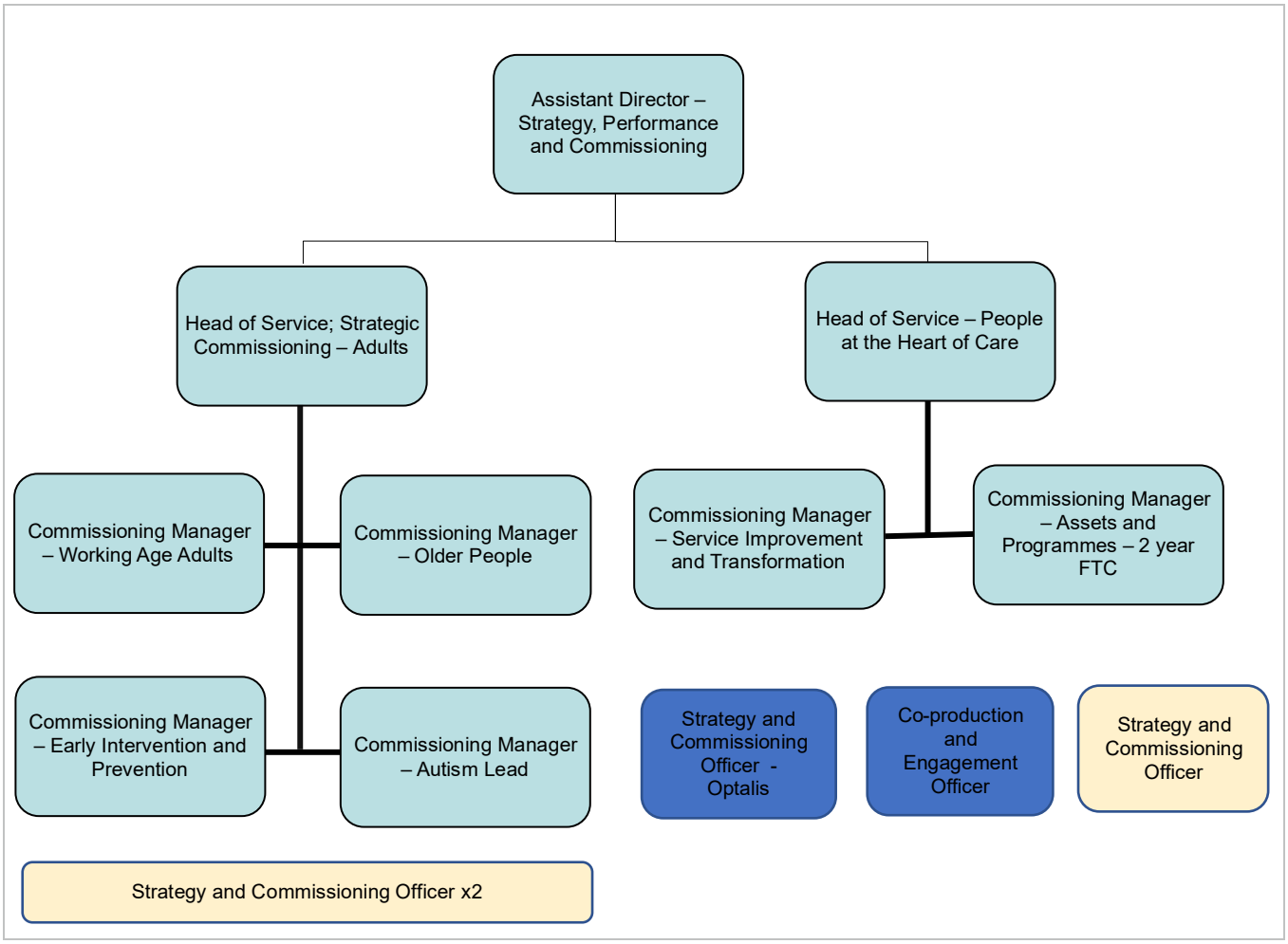
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9	To assist the Commissioning Managers to support our local market of care providers in order to stimulate a diverse range of care and support the sustainability of the sector to maximise outcomes for vulnerable adults in Wokingham.

10	To develop and maintain a collaborative relationship with specialist providers of care, to ensure a cost effective social care market for residents of Wokingham.
11	To contribute to and support strategy, performance and quality control, and service and financial planning for Adult Services.
12	Acting as member of corporate or community project teams - supporting specialist advice and input.
13	To work closely with members of the Strategy, Commissioning and Performance Service to drive and implement the fast-paced transformation of the Adult Social Care and Health services.
14	Adhere to the council's policies and procedures and promote a commitment to customer care, inclusion and equal opportunities, treating all colleagues and customers with dignity and respect.
15	To support a culture of strategic thinking and transformational commissioning that delivers best value and improved outcomes for local residents. To model the Council's values, holding yourself and others accountable, and translate organisational objectives into actionable items that inspire others to behave and operate at their best.

Supervision Received	This post will report to the Head of Service.
Supervision Given	Not applicable
Contacts & Working Relationships	The Strategy and Commissioning Officer will be required to maintain positive relationships with health, housing and social care providers, ICS and council staff, carers and advocates, the voluntary sector, colleagues at all levels across the council and elected Members.
Management of resources or budget	No direct line management. Contributory effect on £45M purchasing budget.
Special Factors	This is a politically restricted post, on-call arrangements in exceptional circumstances.
<u>Organisation Chart</u>	

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Person Specification	
Qualifications	
Essential	**Desirable**
Relevant qualifications or equivalent experience in the specialist area.	Membership of relevant professional body (e.g CIPS).
Evidence of continuous personal and professional development.	
Technical Skills	
Essential	**Desirable**
Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	An understanding of large, complex and political organisations.
Well-developed written and verbal communication skills with an ability to articulate strategic thinking.	
Presentation skills, able to engage an audience.	
Effective strategy and report writing skills, able to make recommendations for decision making.	

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Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification.	
Able to interrogate & analyse data and information.	
Knowledge, Skills and Abilities	
Essential	**Desirable**
Well-developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism.	
Experience	
Essential	**Desirable**
Experience of writing effective briefings and strategic documents.	Experience of supporting the development and delivery of policies and strategies.
Experience of successfully resolving complex cases that require an element of judgement.	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential.
Experience of negotiating and influencing with external stakeholders in order to deliver strategic outcomes.	
Experience of identifying, developing and delivery of opportunities for improving the service.	
Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance.	

Completed by:	Wesley Hedger	

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