



WOKINGHAM
BOROUGH COUNCIL

Job Description

Job Reference

Job Title	Commissioning Manager; ASC Housing, Assets and Programmes		
Service	Adults Social Care and Health	Team	Strategy, Commissioning and Performance
Location	Shute End/Hybrid Working		
Reports to	Head of Service; Strategic Commissioning		
Responsible for	Not applicable		
Grade	Type of position:		Date
11	2 Year Fixed Term Contract Full Time		May 2025

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

To work with the Head of Strategic Commissioning, other members of the Strategy, Commissioning and Performance Team and the Head of Service Adult Social Care, to drive and implement the continuous improvement programme in adult Social Care. With a clear emphasis upon specialist accommodation, the drive is to deliver better opportunities and outcomes for people whilst ensuring value for money and sustainable, high quality Adult Social Care services 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

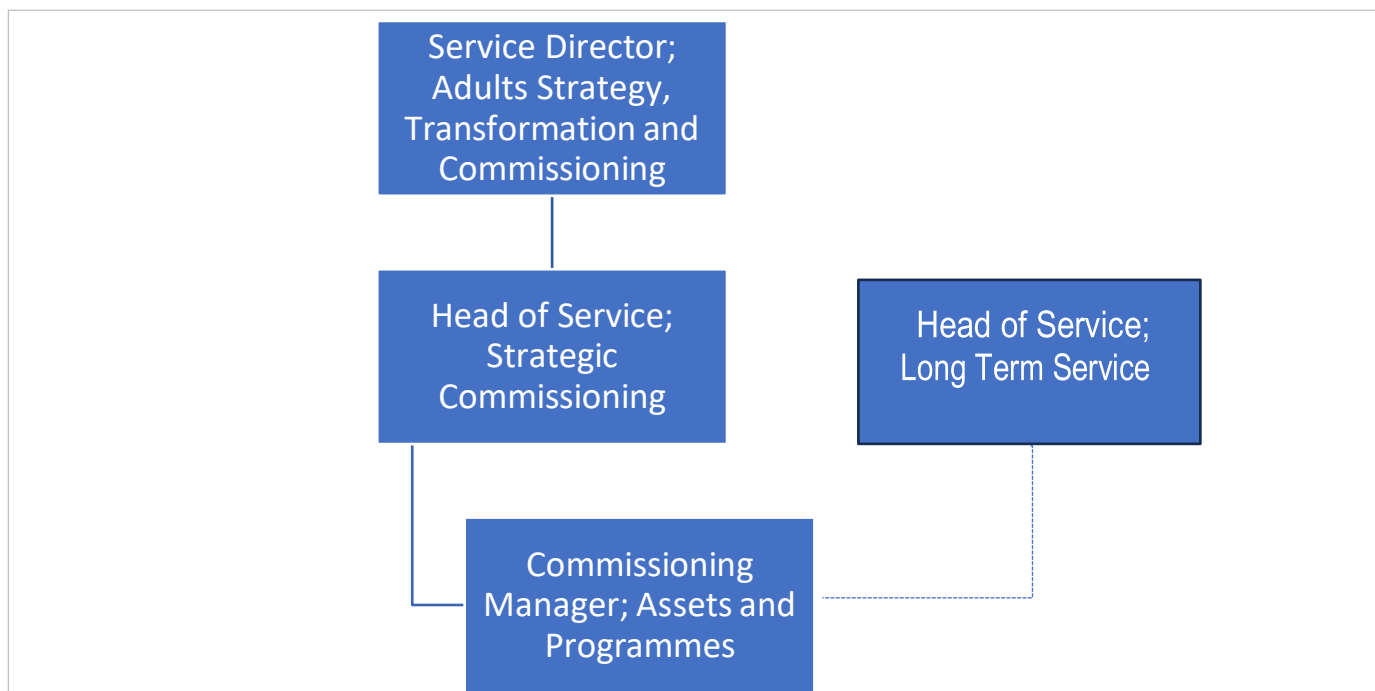
- Supporting the delivery of our ambitious Adult Social Care continuous improvement plan, with a focus upon Specialist Accommodation

- Working across Commissioning, Strategy, Housing and Operational Adult Social Care Services to strategically co-ordinate developments and operationally support good outcomes
- Working with our Business Change Team and colleagues from Adults Social Care to deliver an ambitious capital programme.
- Ensuring 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
- To work in partnership with our Local Authority Traded Company, Optalis
- Understanding our local market of care providers, stimulating a diverse range of care and support services to ensure sustainability and maximise outcomes for local residents.
- To ensure that our approach to co-production is embedded to unlock a place that we call home.
- To ensure that everyone in the Wokingham Borough has the support, resources and opportunities to live in a place they call home, with the people and things they love, in the communities where we look out for one another, doing the things that matter most.

Main Accountabilities

1.	Within Adult Social Care, to work across Strategic and Commissioning Services and Operational Care Services, to support, develop and deliver the Specialist Accommodation Project for adults
2.	To develop a specialism in Adult Social Care Accommodation through maintaining an awareness of appropriate legislation, best practice, processes and procedure to drive proposals for organisational improvement.
3.	To develop, maintain and ensure the effective delivery of strategies and policies within this specialist area of commissioning. This is in relation to supported living, extra care and general housing stock with outreach support.
4.	To develop and maintain positive and dynamic working relationships with health, housing, social care providers, voluntary care service, Integrated Care Boards, council staff, carers and advocates and elected Members.
5.	Use technical expertise and up to date knowledge of the external market to suggest improvements, inform senior level decision-making and play a proactive role in ensuring the achievement of Wokingham's strategic priorities.
6.	To support the Head of Service in the leadership and management of a wide-ranging programme of service improvement with responsibility for the development of the Adults Social Care Capital Programme.
7.	Working collaboratively across the organisation to gather intelligence about forecasting of pipeline need, housing requirements, market shaping, service design, procurement, budget requirement, contract management and quality assurance.

8.	To provide expert advice, guidance, and management to support the delivery of the Councils strategic assets management programme. To support the planning process in the development of the market, ensuring that the right provision is developed locally to meet the needs of our community.
9.	To drive up housing standards for people who live in specialist accommodation through partnership working with landlords, providers, housing, disabled facilities grant team and environmental health.
10.	To lead/co-ordinate specific specialist accommodation projects, with include mapping of customer needs, customer compatibility, adhering to legislative requirements and ensuring timeframes are met.
11.	To use co-production to drive policy change, information sharing and understanding of the housing process for residents and their carers.
12.	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.
13.	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.
14.	To work with colleagues across the Council to ensure the timely delivery of our Adults Social Care's Residential Care Strategy. Working with colleagues across Strategy and Commissioning to ensure that Wokingham maintains sufficiency through a sustainable social care market.
Supervision Received	This post will report to the Head of Service; Strategic Commissioning with lines of accountability to the Head of Service; Long Term Service.
Supervision Given	Not applicable.
Contacts & Working Relationships	The Commissioning Manager will be required to maintain positive and effective 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	Contributory effect on £65M purchasing budget.
Special Factors	This is a politically restricted post, on-call arrangements in exceptional circumstances.
<u>Organisation Chart</u>	



Person Specification	
Qualifications	
Essential	Desirable
Degree-level, equivalent relevant professional qualifications or expertise	Management qualification or working towards
Evidence of continuous personal and professional development	Membership of relevant professional body
Technical Skills	
Essential	Desirable
Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel	
Ability to interrogate & analyse data & information; Experience of market and demographic analysis.	
Well-developed written and verbal communication skills	
Able to develop, lead and deliver effective strategies/projects	
Presentation skills, able to engage an audience	
Effective strategy and report writing skills, able to make recommendations for decision making	
Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification	

Able to operate effectively in large, complex and political organisations	
Excellent negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners'	
Knowledge, Skills and Abilities	
Essential	Desirable
Excellent working knowledge of utilising the built environment to achieve the objectives set out within the Care Act.	
Knowledge and experience of clienting role within the development and delivery of new social care facilities	
Experience of delivering capital projects and programmes	
Excellent working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism	
Managing a local care provider market within the area of specialism, forming and managing productive working relationships.	
Delivering high quality planning, commissioning, and improvement processes to drive change, innovation and excellence in social care commissioning in line with national and local priorities.	
Providing operational and strategic leadership of the adults commissioning service ensuring the required outputs and outcomes are achieved in line with the council's vision, goals and objectives.	
Leading the commissioning of good quality and affordable social care and health care services which meet the needs of adults in the borough of Wokingham.	
Maximising outcomes, driving commissioning activities, ensure best value and achieve a balanced budget, creatively drawing on a wide range of resources and assets as appropriate.	

Experience	
Essential	Desirable
Experience of leading teams and/or relevant projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance	Experience of championing own ideas and obtaining commitment to allow them to be delivered
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 identifying, developing and delivering opportunities for improving the service	Experience of effectively leading a group of professional staff
Experience of developing and implementing policies and strategies	

Completed by:	Wesley Hedger	
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