

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			<Insert the post number>
Job Title	Commissioning Manager (Working-aged Adults)		
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
	Permanent Full Time		August 2022
<p>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.</p>			
<u>Service Purpose</u>			
<p>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.</p>			
<u>Purpose of the role</u>			
<p>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.</p> <p>The post holder will take accountability for:</p> <ul style="list-style-type: none"> • Leading on the commissioning of adult social care services which support people with a learning disability, mental health or physical disability to remain as independent as possible in their own homes and communities. • Working with a range of internal and external stakeholders to shape and deliver local priorities as set out in the Adult Social Care Strategy • 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 • Procure and contract manage a number of services which support people with a learning disability, Mental Health and Physical Disabilities • Understanding our local market of care providers, stimulating a diverse range of care and support services to ensure sustainability and maximise outcomes for working aged adults in Wokingham. 			

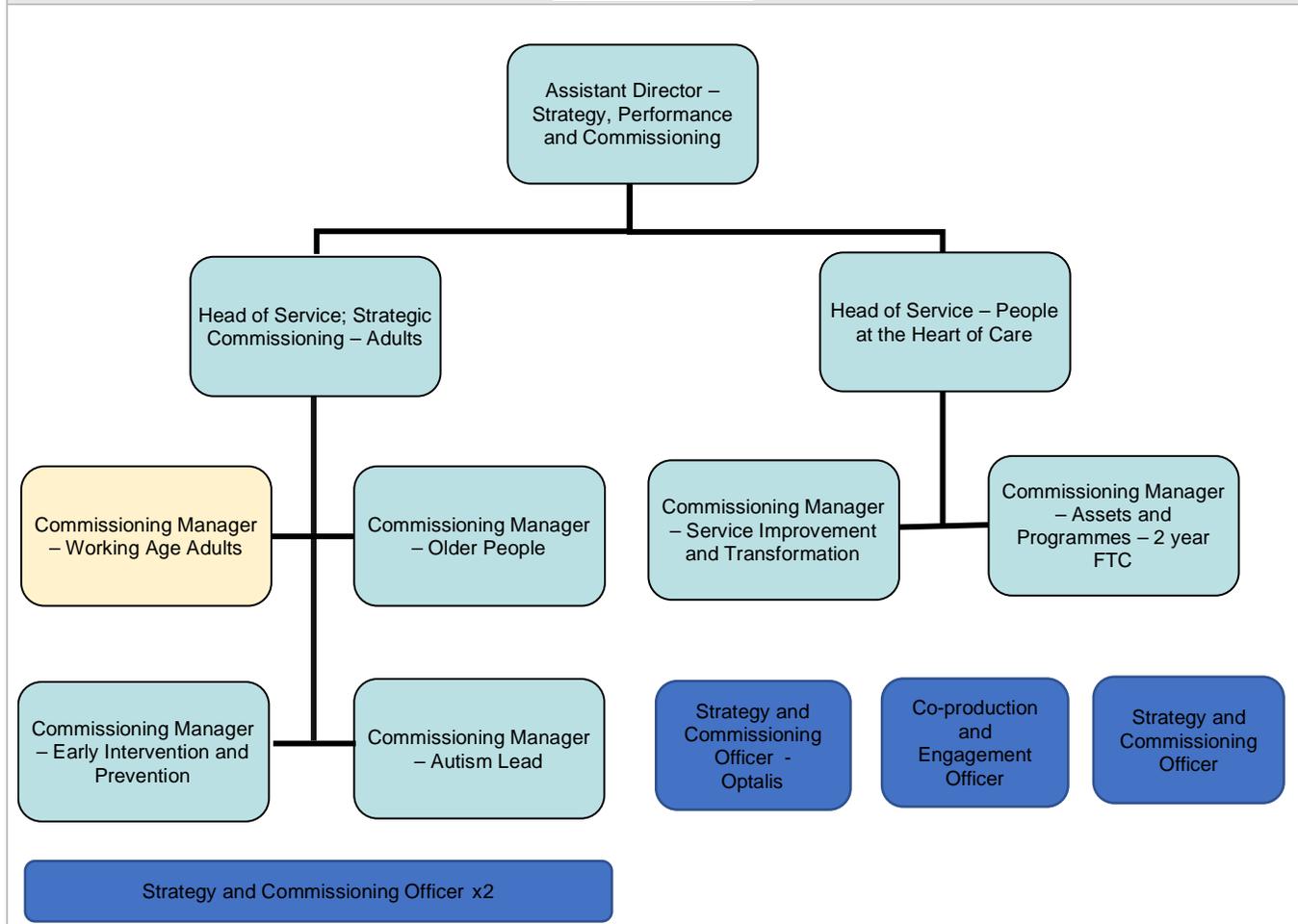
Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

<u>Main Accountabilities</u>	
1	To develop and maintain positive relationships with health, housing and social care providers, ICS and council staff, carers and advocates and elected Members.
2	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.
3	To maintain an awareness of developments in legislation and best practice relevant to the commissioning specialism, 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 have a deep understanding of the specialist areas. This may include leading the development of the Council's specialist approach to working aged adults.
6	To lead 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.
7	Working within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service.
8	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.
9	To develop, maintain and ensure the effective delivery of strategies and policies within the specialist area of commissioning.
10	To develop an understanding of the local market of care providers for working age adults, stimulating a diverse range of care and support the sustainability of the sector to maximise outcomes for working aged adults in Wokingham.
11	To develop and maintain a collaborative relationship with specialist providers of care, to ensure a cost effective social care market for residents of Wokingham.
12	To lead, motivate and develop a specialist service in line with service requirements, to achieve consistently high employee engagement and performance, ensuring the provision of professional services that meet customer needs.
13	Acting as member of corporate or community project teams - providing specialist advice and input.
14	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.
15	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.
16	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.

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Supervision Received	This post will report to the Assistant Director: Adult Social Care Strategy, Commissioning and Performance.
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 £45m purchasing budget.
Special Factors	This is a politically restricted post, on-call arrangements in exceptional circumstances

Organisation Chart



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.	
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.	
Ability to interrogate & analyse data & information.	
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
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.	
Excellent working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism.	
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.	

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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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