



Job Description

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.

Post Details	
Job Title	Strategy and Commissioning Officer for Working Age Adults
Service	Adults Social Care and Health
Team	Strategy, Commissioning and Performance
Location	Shute End/Hybrid Working
Reports to	Commissioning Manager for Working Age Adults
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	Not applicable.
Grade	9
Contract Type	Permanent

Main Accountabilities	
1.	<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>
2.	<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">• Supporting commissioning activity across all specialisms within Adults Services<ul style="list-style-type: none">• Working with a range of internal and external stakeholders to shape and deliver local priorities as set out in the Adult Social Care Strategy• Working 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





	<ul style="list-style-type: none">• 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.
3.	<ol style="list-style-type: none">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.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. 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.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.





Person Specification	Essential	Desirable
Education/Qualifications	Relevant qualifications or equivalent experience in the specialist area. Evidence of continuous personal and professional development.	Membership of a relevant professional body (e.g. CIPS).
Experience	Experience of writing effective briefings and strategic documents. 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 to deliver strategic outcomes. Experience of identifying, developing and delivering 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.	Experience of supporting the development and delivery of policies and strategies.
Skills/Knowledge	Good IT skills including Microsoft Word, Outlook, PowerPoint and Excel. Well-developed written and verbal communication skills with an ability to articulate strategic thinking. Effective strategy and report writing skills, able to make recommendations for decision making. Ability to actively listen, seek clarification, and extract and assess important information. Able to interrogate and analyse data and information. Well-developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism.	An understanding of large, complex and political organisations. Presentation skills, able to engage an audience.

Purpose Details	
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 the Adult Social Care strategy and wider corporate delivery plan, helping to ensure the right mix, capacity and quality of services and support arrangements to enable people to be as independent as possible.
Role Purpose	To support commissioning activity across Adults Services, working with internal and external stakeholders to shape and deliver local priorities. The role contributes to strategy, policy, market shaping, service improvement and commissioning activity to





	secure better outcomes, value for money and a sustainable high-quality adult social care system.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships

Supervision Received	This post will report to the Commissioning Manager for Working Age Adults
Supervision Given	Not applicable.
Contacts	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.

Resources/Budget Management

Contributory effect on £45M purchasing budget.

Special Requirements

This is a politically restricted post, with on-call arrangements in exceptional circumstances.

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N





Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Shute End/Hybrid Working with attendance at council offices as required.

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	Y
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
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DBS Requirement	Yes - Normal level for the council
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

<Details of required regular checks in line with regulations.>

Evaluation Declaration

Date of Evaluation:	
Evaluated by:	

