



Job description	
Job title	Commissioning Manager
Grade	P
Directorate	Adult Social Care
Section/team	Whole Life Commissioning Team
Accountable to	Service (Commissioning) Manager
Responsible for	Commissioning & Contracts Officer
Date reviewed	30 August 2019

### Purpose of the Job

As a senior officer you will be responsible for ensuring evidenced based, high quality and cost effective commissioning of services. To achieve this you will play a key role in:

- Providing support for operational leadership to the integrated commissioning function across the full thematic range of commissioned services.
- Provide operational leadership for continuous service improvement that embraces corporate priorities and initiatives, including through the professional development of teams and staff.
- Ensure effective communication through high quality reports, informal briefings and presentations to Council Committees, elected Members, MPs and organisations from the public, private and voluntary sectors.
- Support the development of a strategy for the delivery of services to improve outcomes for our residents, working with service providers to investigate and develop innovative commissioning models.
- Strategic market development with long-term objectives linked to the Corporate Plan.
- Engagement with a key range of stakeholders including statutory partners (including health and education), service providers, service users and carers
- The strategic development and redesign of services in order to deliver against the Councils vision and key objectives for the Borough



- Linking with procurement and contract monitoring to ensure the availability, quality, performance and value for money of commissioned services
- Market management, market engagement and market development
- To commission/decommission and or re-commission services in line with the overall commissioning strategy.
- To communicate and liaise at national, regional and local levels, with other departments, agencies, users and carers in relation to the planning and development of services.
- To ensure that the commissioning and the delivery of services reflect the City Equality agenda and anti-discriminatory practices.
- To develop and support a mixed economy of services for citizens.
- To take lead responsibility for the creation of commissioning strategies and associated documentation and media.
- To ensure that the commissioning and the delivery of services reflects the Council's Equality agenda and anti-discriminatory practices
- To lead on service transformation and be accountable for delivery of significant elements of the financial strategy
- To take lead responsibility for promoting co-production and service user engagement

## **Duties and Responsibilities**

### **Corporate Commissioning Responsibilities:**

With regards to the relevant service portfolio, you will be accountable to:

- To design and create commissioning strategies, which reflect and support existing needs, address emerging needs and inequalities, build capacity and create new and innovative solutions.
- To work in partnership with health, education and social care providers and other key stakeholders, including the independent and voluntary sector in ensure that outcomes from joint needs led assessments are reflected in shaping the commissioning strategies services.



- To support the involvement of service users, carers and relevant stakeholders on an on-going basis in the planning, designing and co-production of services.
- To work in partnership with all key stakeholders in the implementation of the commissioning strategies.
- To support initiatives to provide capacity to support external organisations and 3<sup>rd</sup> sector groups to maximise external sources of funding and support applications where appropriate.
- To work strategically with the Procurement Team through the tendering and contracting processes to ensure quality services are purchased and effectively monitored.

### **Corporate Management Responsibilities:**

In addition to the above, you will be responsible for supporting Service Directors, Heads of Service and Commissioning and Contracts Officers by;

1. Supporting the implementation of the Councils corporate priorities
2. Contributing to transformation and change across the organisation through focusing on putting the customer first, raising the profile of the borough, inspiring trust and confidence, demonstrating a can do attitude and working as part of a team to deliver quality, efficiency and flexibility to meet customer expectations and improve value for money.
3. Promoting a culture of continuous improvement and customer focus with providers, identifying weaknesses and ensuring remedial action.
4. Contributing and engaging with the strategic planning process to ensure that the Council's vision and priorities are fit for the future and responsive to changing circumstances based on needs analysis.
5. To share information and collaborate across the organisation and in partnership with the wider community, other agencies, including other Local Authorities and business sectors to improve outcomes for customers, service users, citizens and the organisation.
6. Liaise with Elected Members in undertaking their roles as community leaders



**General Service Delivery Responsibilities:**

As a member of the Council's Whole Life Commissioning Team, you will be required to:

1. Take a lead role as directed by the Head of Service, Whole Life Commissioning Team on key projects, or initiatives.
2. Adopt a collaborative and supportive approach, to colleagues across the Council and in partner organisations, providing operational advice, assistance and support and leading by personal example as a role model of commitment and excellent performance.
3. Commissioning of quality services to meet performance measures and external inspection requirements and standards.
4. Represent the Council at internal and external forums as requested.
5. Promote effective communications and act as ambassador, both internally and externally, in order to support the Council's objectives and promote the reputation of the council and the borough.
6. Provide support to colleagues, which ensure achievement of positive outcomes for the service and borough as a whole.
7. Participate as required within the Council's corporate resilience, and business continuity arrangements.
8. Maintain up to date professional knowledge, ensure awareness of all strategic service and legislative developments, and complete all mandatory corporate training.
9. Undertake all duties in accordance with the highest standards of behaviour as set out in the Council's management competency framework

**Special Features:**

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Politically restricted post, as per Local Government Officers (Political Restrictions) Regulations 1990.



## Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

## Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.