

Job Description

Post Title: Commissioning Manager – Disabilities

Role Profile	Leadership Band L
Service	Adult Social Care Commissioning
Reports to	Head of Strategic Commissioning - Disabilities
Responsible for approx. Number of posts	1
Post number	109064
Career Grade	N/A

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by providing effective leadership of quality services that secures positive outcomes and improves the health and wellbeing for vulnerable adults

Job Overview

- To deliver commissioning projects as requested by the Head of Strategic Commissioning for Disabilities.
- To ensure that any future commissioned services deliver a person-centred, strength- based approach that promotes independence, choice and control and puts dignity at the heart of care and support.
- To ensure that the voice of people who use the services, their carers and their advocates are at the heart of the commissioning and through effective mechanisms of co-production.

Key Responsibilities

- To ensure commissioned services are delivered to meet the priorities for improving the health and well-being of vulnerable adults, young people in transition to adulthood and their carer's. This will involve working with key partners within the Integrated Care System and wider such as the NHS, the voluntary and community sectors and providers of services, to identify local service development and opportunities for joint working.
- Contribute to the development, implementation and monitoring of service commissioning plans to enable a considered and co-ordinated approach to delivering the Council's strategic objectives in social care, which are effective and customer focused.
- Represent the service unit and the Council in multi-agency forums, working parties, local and regional bodies to contribute to the exchange of information and the promotion of best practice/practice excellence' developments.
- Analyse data, and work with stakeholders and partners to identify and develop alternative methods and channels for service delivery to meet increasing demand with reducing resource.
- To recruit, lead, motivate and manage staff to deliver a high quality, flexible and responsive service to internal and external customers.
- To provide effective oversight and co-ordination to drive service improvement and ensure that commissioning projects are delivered on time and within budget.
- To ensure effective budget monitoring arrangements are in place within the team and that timely corrective action is taken to deal with any variances and eventualities that arise.
- To ensure that the team pursue the highest standards of service, ensuring full compliance with all relevant Care Act requirements the Council's procurement, contract and finance standards to secure best value services.

- Ensure full compliance with the Council's systems including finance, procurement and legal governance, risk management, performance monitoring, information governance and staff performance management.
- Provide cover for other Commissioning Manager roles as may be required within Adult Social Care Commissioning.

Specific Qualifications and Experience

- Degree level Education or significant experience of adult social care commissioning including expertise in a number of specialist areas
- Experience of developing service user and stakeholder involvement in the commissioning and delivery of services to implement and deliver strategic service outcomes
- Experience of initiating and leading change across a range of contexts, delivering service improvement initiatives and demonstrate positive outcomes for service users
- Knowledge of current relevant legislation and statutory duties, responsibilities and best practice in relation to the commissioning and contracting of Adult Services

Personal Qualities & Attributes

- High level of resilience, advocacy, persuasion and emotional intelligence
- Ability to carry out work of a complex nature across a range of specialist areas including Mental Health, Autism, Learning Disabilities, Housing Related Support and Transitions and any other specialist areas as may be required
- Extensive in-depth knowledge and skills across a range of these specialist areas
- Excellent communication and interpersonal skills, and the ability to work in partnership, and to develop and motivate a team.

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.