**Job Description**

**Post Title: Strategic Commissioning Manager – Homecare and Reablement**

**Role Profile ACI001 Commissioning Manager**

**Service/Team Adult Social Care Commissioning**

**Reports to Head of Strategic Commissioning – Long Term Conditions**

**Responsible for approx. 1 staff**

**Number of posts 1**

**Post number tbc**

**Career Grade L**

**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 ensure that all commissioned services deliver a person-centred approach that promotes independence, choice and control and puts dignity at the heart of care and support, with a focus on Homecare and Reablement services.
* To ensure that the voice of people who use the services, their carers and their advocates are at the heart of the commissioning and review of services through effective mechanisms for involvement and consultation.

**Key Responsibilities**

* To ensure the commissioning of services to meet the priorities for improving the health and well-being of vulnerable adults and their carer’s. This will involve working with key partners, including the NHS, to identify local service development and opportunities for joint working.
* To complete , develop and implement strategic commissioning plans to deliver the Council’s strategic objectives, which are effective, and customer focused.
* To 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 the commissioning programme delivers on time and within budget
* 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
* 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 work closely with partners including public health leads to contribute to the planning and delivery of commissioning priorities alongside the business planning process for the service unit and ASC directorate.
* To ensure liaison and joint working with providers and potential providers of services to support market development in response to identified local need
* To review commissioned services, including writing reports on service performance
* To establish and maintain project management arrangements for the delivery of the commissioning work programme across the service area, taking responsibility for ensuring project delivery.
* To ensure that the team pursue the highest standards of service, ensuring full compliance with all relevant Care Act requirements and 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**

* 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
* 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 Long Term Conditions (for all ages), Dementia, Physical Disabilities and any other specialist areas as may be required
* Extensive in-depth knowledge and skills across a range of these specialist areas
* Decisions have major impact on Commissioning service provision that carry a high level of risk for the Council

**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.