

**BCP Pay and Reward**

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<b>Reference Number</b>	ACI001
<b>Role Title</b>	Commissioning Manager
<b>Directorate</b>	Adult Social Care
<b>Department</b>	Adult Social Care Commissioning and Improvement
<b>Reports to</b>	Head of Service

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**Role Purpose**

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Lead the commissioning of services for a defined area in Adults or Children's Social Care, and ensure services are safe, high quality, cost effective, and provide what users, carers and families need.

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## Accountabilities

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- Provide effective oversight and co-ordination to drive service improvement and ensure the commissioning programme delivers on time and within budget.
- 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.
- Recruit, motivate and manage staff to deliver a high quality, flexible and responsive service to internal and external customers, reviewing performance and coaching their development, so that the team is able to support the Council's commissioning plans and priorities.
- 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.
- Work closely with partners including the NHS, Care Quality Commission and Criminal Justice to contribute to the planning and delivery of the contracts and brokerage service improvement function alongside the business planning process for the service unit and ASC directorate.
- Ensure compliance with legislation and the Council's systems including finance, procurement and legal governance, risk management, performance monitoring, information governance and staff performance management.
- 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.

- Develop, implement, and monitor processes and procedures for commissioning and project activity in the team, to enable the management of risk, commissioning and projects in accordance with departmental policy, legislation and good practice.
  - 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.
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### **Knowledge / Skills / Experience required**

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- Degree level education.
  - Knowledge of current relevant legislation and statutory duties, responsibilities and best practice in relation to the commissioning and contracting of social care and/or public health services.
  - Broad and in-depth knowledge of social care.
  - Experience of developing service user and stakeholder involvement in the commissioning and delivery of services to implement and deliver strategic service outcomes.
  - Significant experience of social care commissioning including expertise in a number of specialist areas.
  - Significant experience of initiating and leading change across a range of contexts, delivering service improvement initiatives and demonstrable positive outcomes for service users.
  - Ability to carry out work of a complex nature across a range of specialist areas.
  - Excellent communication and interpersonal skills, and the ability to work in partnership, and to develop and motivate a team.
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## Dimensions of role

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- The role will manage a specific area of commissioning within a social care service, and provide line management for teams of commissioning officers.
  - The role will manage a team budget for their own area but will also impact upon much wider budgets that are used for commissioning services. Their impact on this budget will largely be contributory with strong advisory and professional interpretation being applied to their knowledge of changing legislation and policy and helping to determine how best to achieve this through commissioning plans.
  - Planning required for a specific commissioning area, mainly over months and within the annual planning cycle.
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## Notes

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**Date:** 01/02/2021

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**Working  
Conditions:**

Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:

- The role may be in meetings and reviews regarding services and therefore hear of distressing cases (e.g. domestic abuse).
  - The role may need to deal with occasional challenge from individuals and families regarding commissioned services.
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**Working  
Arrangements:**

- The role may be required to work weekends or evenings as part of scheduled community engagement activities.
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Accessibility.