

Job Description

Job Title: Head of Strategic Commissioning and Contracting

POSCODE: NRTHNJC0266

Grade: SM Band 12

Overall purpose of the job

Reporting to the Assistant Director of Commissioning and Performance this role is responsible for the development of commissioning strategies, specifications and contractual frameworks that promote the effective functioning of a vibrant market of external providers that provide innovative and cost effective services; focused on meeting people's eligible care and support needs adopting a strengths based ethos.

The post holder acts as the strategic commissioning lead and is responsible for the oversight of commissioning strategies including developing fee frameworks and interventions to ensure the Council meets its statutory duties as set out in Section 5 of the Care Act 2014.

- Lead all commissioning activity and contract designs for adult social care ensuring that co-production is at the heart of each stage of the commissioning cycle and that services are commissioned to meet people's needs at the right time, at the right place and in a way that supports good outcomes for people.
- To be responsible for the maintenance of a contracts register ensuring accurate records are maintained of contractual compliance and governance for procurement exercises
- Provide line management to commissioning and contract managers ensuring that a culture of collaboration and effective team working is fostered internally and externally.
- Provide subject matter expertise regarding contract management and the creation of new contracting arrangements to support place-based commissioning and the Integrated Care System
- Lead on the development and maintenance of market intelligence ensuring that decisions are made based on data and evidence at each stage of the commissioning cycle
- Lead the development of commissioning strategies including financial management to ensure a sustainable market of high quality social care providers.
- Work as an integral part of the commissioning and performance service area management team.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Clarify and agree of models of care require stimulating a vibrant market of micro providers. Ensure that decisions and market commissioning is based on evidence, analysis, resource mapping, service reviews and value for money evaluations so that contracts are constructed to support outcomes, evidence based and cost effective as well as meeting the changing needs of the specified population. This will include working with Public Health Advisors and NHS

	Commissioners as part of the implementation of an Integrated Care System in North Northamptonshire.
2.	To act as the strategic commissioning lead for adult social care developing and maintaining market position statements and oversight of the adult social care market across North Northamptonshire escalating themes, trends and risks as well as the consequences for social care provision, clients and budgets including the creation of need-to-know reports for the SLT and Portfolio holder along with strategies to mitigate these risks.
3.	Ensure that there is an integrated overview of Commissioning requirements/plans, Contractual issues & Quality Outcomes – delivering a robust awareness of areas of strength and weakness and leading on continuous improvement.
4.	Lead the development of Fee Frameworks for commissioning activity and support negotiation of contractual terms and conditions where this is required. This will include leading contract meetings where there are contractual issues at play or of concern.
5.	Lead and sustain effective partnership working across all key stakeholders – proactively bringing various organisations together to work collaboratively in a place-based model, designing the right contractual vehicle to deliver the required outcomes
6.	Lead, manage and supervise the commissioning and contract managers embedding best value and utilization whilst strengthening relationships that allow us to innovate and work collaboratively
7.	Ensure there is an environment which supports innovation and leads to continuous improvement, embedding Wellbeing & Prevention aspects of an outcomes-based approach to contracting
8.	Develop and embed mechanisms to support provider sustainability and minimise instances of provider failure
9.	Ensure that co-production with people drawing on social care services is at the heart of all commissioning and contracting activity.
10.	Develop and maintain systems to ensure outstanding market intelligence is in place to ensure all decisions and commissioning activity is based upon data, evidence and people's experience of drawing on services.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

<i>Qualifications Required</i>	Subject	Essential/ Desirable
Degree level or equivalent in a relevant subject	Health and Social Care/Leadership/Commissioning/Procurement	Essential
Professional or Management qualification		Essential

Minimum levels of knowledge, skills and experience required for this job

<i>Identify</i>	<i>Describe</i>	<i>Essential/ Desirable</i>
Knowledge	Legislative Frameworks Detailed, extensive understanding of the legislative frameworks and statutory requirements relating to adult social care services, particularly CQC regulatory frameworks and Public Contracts Regulations. Knowledge of Voluntary sector service options	E
	Proven experience of holding a position in a large organisation with budget management responsibility	E
	A solid understanding of the relevant legal, commercial, political, operational, and social community aspects of a similar diverse and complex environment. Working within an accountable organisation with complex stakeholder and supplier relationships applying relevant knowledge areas	E
	Detailed, extensive understanding of the legislative frameworks and statutory requirements relating to adult social care services. Understand the scope of the Care Act, Public Contracts Regulations,	E

	and the remit and requirements of the Care Quality Commission	
	Knowledge of partnership arrangements in relation to working with NHS	E
Skills	Demonstrable ability to analyse and manipulate complex data to produce management information to inform strategies and plans. Proven experience of producing complex reports.	
	Able to present complex information succinctly and with confidence to a range of audiences	
Experience	People Management Ability to manage a number of multi-disciplinary teams ensuring their focus on achievement and continuous improvement. Able to establish and maintain highly performing teams.	
	Leadership Ability to lead a disparate team of staff and drive improvement for the Adults of North Northamptonshire. An inspiring leader with an open, delegating, and empowering style which promotes innovation and local leadership and generates enthusiasm and commitment to ensure contract targets and milestones are achieved	
	Substantial and demonstrable experience of leading change in a complex organisation or partnership in the public / voluntary sector proven experience of working in partnership across social care and health to improve outcomes for people. Substantial experience of programme / project and change management	
	Experience of developing strategic and operational policies and procedures	
Equal opportunities	Substantial and demonstrable experience of commissioning and commissioning cycles or managing services and complex projects	

	including performance / contract management	
Safeguarding <i>(include for roles working</i>	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
---	-------	----------	-------	------