



North Northamptonshire Council

Job Description

Job Title: Commissioning and Contracts Manager

Post code: 3370/2591/NRTHNJC0261

Grade M/NNBAND09

Overall Purpose of the Job

The Commissioning and Contracts service has three key market areas of focus in relation to its contracts and quality monitoring:

- Older people services:
- Working Age Adults services
- Prevention and Community services

Reporting to a Head of Service for Strategic Commissioning and Contracts for a specific market the post holder is responsible for the development, implementation and management of the commissioning and contractual aspects of all relevant contracts within their market area in line with the service strategy.

To ensure the development of high quality evidence based services which meet identified local need in line with nationally and locally agreed strategic priorities and deliver value for money.

This role aligns the contract and commissioning functions to ensure that every contract is meaningful, outcomes based and value for money.

Responsible for the development of joint commissioning strategies to develop and improve services across the older people, working age adults and Community areas. The key objectives are:

- Development of multi-agency strategies to inform decisions about the future shape of services both statutory and non-statutory, in order to meet the needs of Adults across North Northamptonshire
- Robust needs analysis of local population.
- Mapping of existing service provision with identification of service gaps
- Procurement of services with a clear service specification of what needs to be provided to meet the service outcomes
- Contract Management and review of contracts with associated Key Performance Indicators (KPIs) and performance monitoring arrangements in place.

Main Accountabilities

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1	Lead on the development of the strategic commissioning intentions of the Council and for client cohorts reflecting these in all commissioning and market shaping activity.
2	To map the availability and capacity of the current services within North Northamptonshire for people with Eligible Care and Support needs.
3	Lead the development, implementation, and management of appropriate commissioning contract models, and performance and quality measures across a range of service providers.
4	Ensure that services are effectively commissioned and providers adhere to contractual terms and conditions and that positive outcomes for individuals and carers are achieved.
5	Establish a robust schedule of contract review and monitoring cycle and ensure that a forward view of all contract extensions, renewals and procurements are managed proactively and in a timely way within the councils constitutional regulations and Contract Procedure Rules
6	Provide capacity and support in response to provider failure as and when required to ensure the service meets its duties under the Care Act.
7	Leading the management of relationships with contracted and internal providers, stakeholders, regulators and individuals in managing compliance and delivery of good quality services
8	To ensure effective strategic planning and co-production across all commissioning activity.

To also carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Safeguarding commitment

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:

Qualification Required	Subject	Essential/ Desirable
Degree, Professional Qualification or relevant level of experience	Adult Social Care	Essential
Degree, Professional Qualification or relevant level of experience	Contract management frameworks or in another relevant sector	Essential
Evidence	Continuing Professional Development	Desirable

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

Knowledge Required	Essential/Desirable
Knowledge and understanding of risk assessments and managing risks and taking appropriate mitigating actions.	Essential
Knowledge and understanding of Information Governance and Data Protection and the ability to embed and manage in service delivery.	Essential

Skills Required	Essential/Desirable
Practical, legal and procedural knowledge of contractual compliance and performance issues and safeguarding.	Essential
Advanced skills and knowledge relevant to the specialist technical function (compliance and contractual issues e.g. regulatory framework and contract law).	Essential
Ability to work with partners to set leadership and direction and influence change.	Essential
Sustains and develops collaborative relationships with all partners, whether internal or external, ensuring that all stakeholders are engaged and informed.	Essential
Ability to analyse highly complex assessment outcomes, identify problems and offer solutions.	Essential
Ability to use a range of information to provide clear decision making and prioritise and review performance against targets set.	Essential
Communication and persuasion skills including negotiation, partnership working and report-writing skills, sound and accurate ICT and keyboard skills.	Essential
High level of political awareness.	Essential
High level of probity and integrity.	Essential

Experience Required	Essential/Desirable
Demonstrable experience of the specialist technical knowledge of contracts management including advising on contractual models and specifying quality and performance frameworks.	Essential
Evidence of managing teams to effectively plan, manage and prioritise work and meeting deadlines.	Essential
Experience of managing a range of staff, setting clear priorities and objectives and negotiating and implementing effective outcomes.	Essential
Management experience in either a social care or health care setting involving contracting and management of performance and quality assurance issues.	Essential
Experience of managing large budgets	Essential
Experience of working within a multi-agency safeguarding or health governance policies and procedures.	Essential

Safeguarding	Essential/Desirable
Demonstrate an understanding of the safe working practices that apply to this role.	Essential
Ability to work in a way that promotes the safety and wellbeing of children and young people/vulnerable adults.	Essential

Disclosure Level

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

What work type does this role fit into?	Fixed	Flexible	Field	Home
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