



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Commissioning & Contracting Team Leader

Grade: Band 6, Professional Support Family

Reports to: Head of Strategic Commissioning & Contracting

Responsible for: Strategic Commissioning & Contracting Business Support Team

Directorate and Service area: Adults & Health Partnerships; Adult Social Care;

Commissioning & Performance (Care Markets, Provider Services, Safeguarding & Improvement)

Purpose of the job

To support the development and implementation of strategic commissioning plans in Adult Social Care. The post must ensure best practice, excellent coordination of commissioning, contracting and associated business processes, and develop services.

To be responsible for the management and operation of the contracting function within Adult Social Care.

To be responsible for the management and operation of the strategic commissioning and contracting business support function, managing a team of business support staff.

To interpret and report upon a range of information across Commissioning, including national, local and service level data, to enable directors, heads of service and managers to make evidence-based decisions to improve the availability, cost effectiveness, efficiency, quality and consistency of service provision, in line with identified need.

To support the Commissioning & Contracts Managers and other colleagues to ensure the development and maintenance of high-quality evidence-based services that meet identified local need in line with nationally and locally agreed strategic priorities.

Principal responsibilities

1. Project manage specific projects and activities to support the development and delivery of the actions within adopted commissioning plans and strategies to ensure the best possible outcomes for vulnerable groups within available resources, compliant with legislation and in line with national and local strategic direction. Work closely with the Head of Service and Commissioning & Contracts Managers.
2. Line manage the Business Support team, taking responsibility for the work they carry out. Provide high quality coordination of and support to regularly evolving commissioning and contracting business processes, liaising with council colleagues on financial, legal and procurement tasks. Develop business process improvement

maps, engaging with staff, and recommend solutions where needed. Maintain standard documentation in relation to business flows.

3. Develop and implement engagement structures and activities to harness the views of individuals, families and carers, local communities, service providers and other key stakeholders to ensure the Council supports the identification of service gaps and unmet needs to inform the decommissioning, redesign and commissioning of services to meet the adult social care needs of the population.
4. Review intelligence and engage with council colleagues, local communities, partners and providers to understand the needs within the marketplace to align the market in delivering good quality, cost effective services that meet the identified needs of individuals and carers. Provide the data for key strategic documents, such as market position statements, commissioning strategies and needs assessments.
5. Gather benchmarking data, complete the writing of specifications and tender documentation and help to evaluate tender documentation and issue new contracts alongside the Commissioning & Contracts Managers to procure new and revised adult social care services, liaising with financial, legal and procurement colleagues.
6. Undertake market and supplier research, review legislation and policy guidance to identify opportunities for improved value for the council and identify process efficiencies and/or cashable savings. Research and review legislation, policy guidance, new initiatives and best practice to ensure the Commissioning & Contracts Managers, the Council and local providers are kept informed of adult social care commissioning policy and initiatives.
7. Provide advice and guidance about commissioned services and contracting requirements to a range of stakeholders e.g. operational staff, senior managers, other organisations and elected members, including the writing of analytical reports and presentation of data as required.
8. Design and oversee the implementation of a systematic and comprehensive data collection system, to support the development of Service strategies and commissioning projects. Information collected must provide the Council with assurance that services are meeting need, are of good value, efficient and effective.
9. Work closely with the Head of Service and Commissioning & Contracts Managers; build relationships with partners/organisations and other key stakeholders; work with Heads of Service, Team Managers and other Council departments to collate and analyse the information needed to inform their decision-making. Respond to information requests (e.g. Freedom of Information; data for governance reports; commissioning information; contractual guidance) on behalf of the Commissioning and Contracting service.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



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Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree or equivalent, preferably in policy, research, social care or health related areas.	Management / people management qualification
Experience and Knowledge	Experience of processes for the commissioning, contracting & monitoring of public services or similar business processes. Experience of working in social research and/or consultation. Experience of project management & business management, including coordination, planning, information collation, analysing data to produce reports, strategies and briefing papers. Proven line management experience. Experience of developing and managing a team. Good level of knowledge of adult social care. Understanding of the importance of consultation and engagement and what are the most effective ways to consult with people so they are involved in the decision making process. Good level of knowledge of Social and Health care systems in England and Wales.	Experience in social care, health, Public Health, voluntary sector, health improvement, or similar.

Attributes	Essential criteria	Desirable criteria
	Experience of collecting, analysing and presenting information to a range of audiences.	
Ability and Skills	Able to work on own initiative, seeking advice when appropriate. Excellent IT skills – proficient in Microsoft Office, especially Outlook, Excel, Word, Powerpoint. Ability to maintain a high level of accuracy and attention to detail. The ability to chair meetings ensuring the engagement and participation of all attendees which may include an individual or group of vulnerable adults, or carers. Able to present coherent proposals for action. Ability to travel effectively to different locations. Understand the issues and challenges facing individuals accessing support and care services. Able to work under pressure, achieve deadlines and continuing prioritisation of workload based on risk analysis.	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		