

## **Job Description and Person Specification**

### **Job details**

Job title: Commissioning Manager

Grade: M

Reports to: Head of Commissioning

Responsible for: (tbc)

Directorate and Service area: Public Health

### **Purpose of the job**

On behalf of the Council to take a lead in the commissioning of all public health and wellbeing services.

To ensure the commissioning, development and contract management of high-quality evidence-based services commensurate with the principles of best value which meet identified local need in line with nationally and locally agreed strategic priorities.

### **Principal responsibilities**

1. The postholder will lead the development of comprehensive and, where appropriate, integrated commissioning strategies to achieve the best possible outcomes for the population and vulnerable groups within available resources, which is compliant with legislation and in line with the national and local strategic direction, and fully informed by involvement and co-production with customers and service users.
2. Within the service areas and service user groups of public health and wellbeing, the postholder will be responsible for the commissioning of various services for large scale programmes including but not limited to NHS Health Checks, liaising with government offices, external regulators, customers and other partners on behalf of Public Health NNC.
3. The postholder will be responsible for developing and maintaining high quality partnerships with stakeholders including the voluntary sector, health, housing and independent sector organisations in order to meet the needs of the population.
4. The postholder will be responsible for the procurement of new and revised support and services including working with public health colleagues to support the development of service specifications, documentation for re-tender, and maintaining a lead role in PH for all tender processes.
5. The postholder will be required to utilise their specialist skills and knowledge collaboratively with practitioners, clinicians, service users, procurement, legal and finance advisors, public health and commissioning team colleagues to ensure that contracts accurately reflect service requirements.
6. The post holder will undertake market engagement, analysis and oversight in order to develop good relationships with existing providers operating in North Northamptonshire and encouraging new entrants into NNC markets.

7. The postholder will take the lead in service reviews, carry out benchmarking and best practices models across a range of authorities and options appraisal that offers best value for money for the Council by developing, commissioning and monitoring good quality but cost effective services, for example by developing financial and pricing model, agreeing outcome focused contracts, re-negotiating existing arrangements, leading the recommissioning of poor value services and developing business cases for new investments, ensuring that services are delivered within budget.
8. Report writing and engagement with senior management and lead members and portfolio holders
9. The postholder will be required to ensure that services and contracts remain compliant within local and national standards and legislative changes both relating to local authority procurement and to the standards and expectations of service areas.
10. The postholder will intervene where contracted services fall below required performance measures by working with PH lead officers to support the service to comply with the required standard and/or renegotiate terms and conditions or decommissioning the contract and re-tendering, exercising their professional judgement relating to the levels of risk within the service and its capacity to improve.

### **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. 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.

### **Special features of the post**

This post requires satisfactory clearance of an Enhanced Disclosure and Barring Service disclosure.



**North  
Northamptonshire  
Council**

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p><b>Evidence of education to degree level of equivalent</b></p> <p>A professional qualification relating to commissioning, public health, health or social care or evidence of wide ranging knowledge about the legislation, national strategy and needs of public health provided services gained through substantial practitioner experience.</p>	
Experience and Knowledge	<p>A thorough understanding of commissioning and procurement.</p> <p>Demonstration of direct responsibilities for budgets, service delivery and people management.</p> <p>Recent, proven experience of effective inter-agency working.</p> <p>Experience of effective project/programme management.</p> <p>Understanding of departmental usage of information systems and aptitude to utilise information technology.</p> <p>Numerate and literate – able to develop costed business cases and to draft papers for different audiences (for example).</p>	<p>Experience of Health checks commissioning and any other large scale commissioning areas.</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>An ability to commission new and innovative services e.g., in accordance with new government policies and requirements.</p> <p>Able to effectively manage significant budgets within financial constraints and regulations.</p> <p>Good organisational and problem solving skills.</p> <p>Articulate and able to communicate well both orally and in writing.</p> <p>Report writing and verbal reasoning ability sufficient to write and present reports including Cabinet and Scrutiny Committee reports and to draft service specifications.</p> <p>Able to demonstrate reliability and ability to deliver to deadlines.</p> <p>Ability to work on own initiative, seeking advice when appropriate.</p> <p>Demonstrate ability to travel effectively to different locations.</p>	Experience of finance and financial systems.
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Able to demonstrate a clear understanding and commitment to health and Safety and a willingness to undertake training to enable implementation of procedures.</p>	