**HEALTH AND ADULT SERVICES**

Commissioning

DRAFT

JOB DESCRIPTION

<table>
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<tr>
<th>POST:</th>
<th>Locality Head of Commissioning</th>
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<tr>
<td>GRADE:</td>
<td>SM2</td>
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<tr>
<td>RESPONSIBLE TO:</td>
<td>Assistant Director Commissioning</td>
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<td>STAFF MANAGED:</td>
<td>Commissioning Manager(s), Policy Officer</td>
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<td>POST REF:</td>
<td>JOB FAMILY: JF5</td>
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**JOB PURPOSE:** The core focus of this job is to lead and direct the Directorate’s commissioning function in a specified locality and with a specified portfolio. This is a pivotal role in the locality and operates as part of the Directorate’s senior leadership team in that area, working in partnership with CCG’s, districts and providers. The post holder will do this by demonstrating a comprehensive understanding of legislation, policies and the developing Health & Social Care priorities. The post holder will also lead specific countywide programmes as part of the County Council’s change and transformation programmes.

**JOB CONTEXT:** This role manages the commissioning function within a locality and specialist service area. This role has responsibility for all commissioning within the locality and joint commissioning with partner organisations. Its function is to develop robust strategies and practical implementation plans. They will work with contracting, procurement and operational staff to ensure the success of these arrangements. This is likely to encompass joint responsibility for the commissioning budget in excess of £100m, which will increase as integrated arrangements come into operation.

**ACCOUNTABILITIES / MAIN RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Operational Management or Operational Issues</th>
<th>Identify, develop and cascade relevant information and policy updates relating to commissioning to relevant Health &amp; Adult Services Directorate staff and managers</th>
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<td>Represent the Assistant Director Commissioning in their absence, where necessary.</td>
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<td>To lead specific countywide programmes as part of the County Council’s change and transformation programmes</td>
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<td>Lead &amp; provide advice, guidance and oversight of commissioning activities.</td>
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<td>Lead, develop and ensure the planning and delivery of the overall</td>
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| **work programme in their locality and portfolio. This will include significant work with partners and links with the North Yorkshire County Council Stronger Communities Delivery Manager to create effective preventative commissioning** | Develop policies, procedures, good practice guidance and service plans in respect of commissioning.
- Ensure commissioning supports the Council’s statutory and legal obligations including safeguarding.
- Participate in relevant training opportunities as required. |
|---|---|
| **Communications** | Deal professionally with all enquiries via e-mail, telephone or in person.
- Oversee the production of written information which is clear and concise, including articles for the website, processes for staff, procedures and guidance documents, etc.
- Negotiate with partners (internal and external) individually and collectively to achieve the Directorate’s aims and objectives.
- Lead engagement and consultation processes to achieve the introduction of new initiatives and change in their locality and portfolio
- Communicate effectively with staff and senior management in respect of all commissioning activity and development. |
| **Partnership or Corporate Working** | Establish and maintain effective working relationships with internal and external partners including other Directorates, Health bodies such as CCGs, District Councils, etc.
- Establish and maintain effective working relationships with providers of health and adult services.
- Take a lead where required in Countywide initiatives and projects. |
| **Resource management** | Ensure the monitoring of allocated budgets, ensuring that they are used appropriately and efficiently and that there are robust and relevant monitoring systems in place
- The post holder will be responsible as a budget holder within the Council’s Scheme of Delegation of financial performance of the post holders unit, ensuring a balanced budget and meeting any efficiency targets agreed. |
| **People Management** | The post holder will provide leadership, motivation and regular supervision, appraisal and development to those staff for whom they are responsible in line with Directorate’s Supervision and Appraisal procedures
- The post holder will be responsible for ensuring the effective performance of all members of their team
- The post holder will ensure their behaviours and those of their managers comply with the expectations of the Manager’s Pocket book and that their managers and staff all comply with the Council’s Behaviour and Skills Framework. |
| **Systems and Information** | In conjunction with the Head of Performance, develop and maintain strategies and information to inform commissioning intentions and strategies.
- Develop and implement systems to assist and underpin the commissioning cycle and decisions arising from this.
- Develop and maintain an overall suite of management information that underpins the commissioning and planning function.
- Provide an overview of relevant information to assist senior and strategic managers and officers in their understanding of |
commissioning issues within Health & Adult Services and in particular within the specified locality and portfolio.

| Strategic Management or Strategic Planning or Planning and Organising or Strategy Development | • To work unsupervised and take responsibility for own workload, dealing with complex issues, delegating work, as appropriate.  
• Take direction from the Assistant Director Commissioning in relation to exceptionally complex or highly politically sensitive issues.  
• Establish and maintain effective working relationships with strategic partners of Health & Adult Services.  
• Evaluate commissioning activity at a strategic level to ensure the continued relevance of strategies as policy and practice moves forward.  
• Develop policies, guidance and procedures to ensure consistent working practices, ensure clarity of function and explore opportunity to joint working arrangements with other directorates. Cascade to the team, NYCC staff, partner organisations and external partners, as appropriate.  
• Ensure the achievement of ongoing continuous improvement for the team. |
| Service Specific Requirements | • To work with all parts of the Directorate, the wider council, external partners, the voluntary and community sector and the independent sector to commission relevant and effective services across the locality and portfolio, ensuring all services commissioned address the key themes of safeguarding, quality, integration, personalisation, efficiency, prevention and early intervention.  
• Ensure that the required budget savings are delivered in line with Directorate objectives and ensure all commissioning on behalf of Health & Adult Services provides value for money.  
• To secure investment with CCGs to make progress on joint commissioning approaches and to deliver savings across the whole system and to re-profile commissioned services across the locality and portfolio to achieve greater equity in Health & Well-being outcomes and a common menu of services in each locality.  
• Facilitate the shift from traditional services to community-based activities. |
| Data Protection | • To comply with the County Council’s policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | • Be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.  
• To work with colleagues and others to maintain health, safety and welfare within the working environment.  
• Liaise with the Responsible Officer to ensure risk assessments are carried out when required.  
• Liaise with the Responsible Officer to ensure all health & safety issues and training requirements are highlighted and dealt with appropriately. |
| Equalities | • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.  
• Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and |
aspirations of customers.

| Flexibility | • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.  
• To be part of any Directorate and Council on-call and emergency planning arrangements |

| Customer Service | • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  
• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |

| Date of Issue: | July 2014 |
## PERSON SPECIFICATION

**JOB TITLE: Locality Head of Commissioning**

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<thead>
<tr>
<th>Essential upon appointment</th>
<th>Desirable on appointment (if not attained, development may be provided for successful candidate)</th>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>• Comprehensive knowledge and understanding of the social care and public health environment and the NHS and different branches of local government</td>
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<td>• Significant knowledge of current good practice standards in commissioning both at local and national level.</td>
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<td>• Detailed specialist knowledge of legislation and policy surrounding commissioning.</td>
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<td>• Knowledge of statutory requirements, including: safeguarding, equality and anti-discrimination, maintaining a safe working environment, Data Protection and confidentiality.</td>
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<td>• Significant knowledge of social care needs assessment and service provision with a thorough understanding of legislation, practice issues and tensions.</td>
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<td>• Knowledge and understanding of how Equality &amp; Diversity, Dignity &amp; Respect, and Human Rights will apply to this role.</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>• Significant experience of commissioning services and developing strategies at a senior level.</td>
<td>• Experience of social care operations</td>
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<td>• Managerial accountability for the performance of a group of staff.</td>
<td>• Experience in a local authority, other public sector or independent service industry</td>
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<td>• Detailed experience of Partnership Working.</td>
<td>• Relevant experience of using electronic information and communication systems at management level.</td>
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<td>• Detailed experience of policy implementation.</td>
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| • Experience of implementing organisational culture change strategies.  
• Experience of dealing sensitively with complex/difficult situations. |  |

**Occupational Skills**

- Ability to set and meet objectives and targets to deliver continuous improvement.
- Staff management skills including recruitment and selection, performance management & development.
- Ability to programme and monitor workloads and delegate tasks effectively.
- Ability to develop and implement effective commissioning frameworks.
- Project management and implementation skills.
- Experience of liaising and negotiating with external and internal partners.
- Communication and presentation skills (written & oral).
- Budget management skills including effective use of resources.
- IT skills.
- Time management skills
- Experience of dealing sensitively with members of the public and with complex / difficult situations
- Corporate working skills
- Innovative
- Incisive
- Experience of strategic planning and policy formulation and implementation

**Qualifications**

- Education to degree level or equivalent in related discipline.
- Evidence of further professional development
- A post graduate management qualification.

**Other Requirements**

- Ability to travel across the County
- Availability to work as necessary outside office hours.
- Satisfy Conditions of Service regarding statutory questions including
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| acceptable attendance record, no criminal convictions etc.  
• Ability to work without close supervision.  
• Willingness to undertake further professional development to fulfil the requirements of the role.  
• Committed to equality and diversity.  
• Willingness to adapt to a changing environment. |
Behaviours

Effective Performance (level 4)
You operate at a strategic level in relation to managing performance and agreeing organisational goals. You develop a culture where it is clear that a high level of performance is expected in order to achieve service outcomes. You set and manage budgets effectively. You lead on the implementation of Council/Organisation expectations.

Keeping it Professional (level 4)
You strategically interpret guidelines, for example, government or regulatory guidelines for the Council/Organisation. You strategically lead on the implementation of such guidelines.

Working Together (level 4)
You strategically plan and work with partners. You advise and lead other managers on partnership working. You lead on partnership bids, contracts and initiatives. In consultation with partners and others you devise, review and evaluate strategies in line with your Directorate / Service needs and effectively communicate them to others and ensure they are implemented. You foster powerful and productive relationships across internal and external services.

Community and Customer Focus (level 4)
You work strategically to support and develop a culture of effective community engagement and customer outcomes. You interpret new and existing guidelines for customer service and community engagement and develop strategies to effectively implement them.

Know and develop yourself and others (level 4)
You act strategically to identify the skills and talents required by staff groups to deliver current and future objectives. This includes interpreting new guidelines that have an impact on the learning needs of others and designing/procuring new learning policies/toolkits. You can explain how learning and development has improved the performance of the organisation.

Managing Change (level 4)
You develop a culture in which change is viewed positively. You strategically lead and direct managers on the changes required and ensure they are implemented and embedded. You ensure that the changes comply with Government and County Council requirements.
**Inspiring Others** (level 4)
You provide clear strategic direction within and outside the Council. You create a culture which inspires, motivates and supports people to realise their full potential.