**JOB DESCRIPTION**

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| **Job Title:** Strategic Director of Commissioning/Chief Operating Officer |

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| **Job Purpose:**  The Strategic Director of Commissioning/Chief Operating Officer is a key member of the joint senior leadership team and Oldham CCG.  To lead and develop the single/strategic commissioning function across Oldham CCG and Oldham Council; working with all relevant stakeholders to drive integration pathways, commissioning functions and processes in order to deliver improvements in outcomes for people resulting in greater healthy life expectancy and to improve the quality of health and social care services.  To ensure that effective management systems are in place and direct the operation of the Single/Strategic Commissioning Function and Oldham CCG according to the strategic commissioning priorities and strategic business objectives of the organisation. |

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| **Principal Accountabilities:**  **Strategic Leadership**  To lead and develop the single/strategic commissioning function across Oldham CCG and Oldham Council; working with all relevant stakeholders to drive the integration pathway, commissioning functions and processes and enable the council and CCG to deliver our vision, values, policies and priorities.  To support and empower the clinical leadership at the heart of clinical commissioning and support the development of an integrated leadership framework that maximises the leadership contribution from all parts of the wider system, including elected members, clinicians, statutory role holders and professional staff.  To establish and maintain common systems, processes and performance management for integrated commissioning across both organisations.  To be a core member of the senior leadership team of the Oldham integrated health and care system (Oldham Cares) focused on delivering the Oldham Locality Plan, and ensuring a positive approach to valuing diversity resulting in equality of opportunity, access and treatment in service delivery and employment.  To establish clear priorities and lead the development and delivery of robust strategies for their implementation in line with the objectives and ambitions of the Commissioning Partnership Board, Oldham CCG and Oldham Council.  To act as an ambassador for Oldham Council and Oldham CCG, promoting and developing its reputation, forming robust strategic alliances and developing effective working relations with external partners, other relevant organisations, government departments and agencies and to represent Oldham within the wider Greater Manchester governance and delivery infrastructure as required.  To role model the required values and behaviours, demonstrating commitment to the Borough of Oldham and drive behavioural change in others, championing new ways of working that includes leading virtual teams and matrix management, adapting to thematic priorities when appropriate.  **Performance**  To ensure services commissioned by the Commissioning Partnership Board and Oldham CCG are effectively performance managed and quality assured by establishing clear expectations and standards in line with performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring resident focused services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.  To demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering best value and to ensure performance management information is available and used to inform the budgetary review process.  To ensure that projects and initiatives are delivered on time to a high standard, driving efficiencies to achieve more with less, maximising budget availability and achieving high levels of performance from individuals and teams, as appropriate in line with statutory and regulatory requirements.  To maximise efficiencies, continuously drive improvements and increase performance to deliver priorities ensuring services that are delivered or commissioned meet the highest possible standard and that all individuals take ownership and drive change.  To develop a resident focused culture delivering excellent services, motivating and encouraging others to get the basics right and strive for improvement.  **Collaboration**  To actively seek opportunities for establishing, building and maintaining successful relationships with partners, stakeholders and agencies in other sectors in order to identify opportunities to deliver services in an innovative way that secures a real improvement to public services and delivers efficiencies.  To contribute to the communication of the vision and values to a broad range of stakeholders in order to champion a cooperative borough and establish the organisation as a leader across many disciplines and an innovator of service delivery.  To support the development of a culture of public and patient engagement that is open and transparent, ensuring that service users, carers and residents views are effectively represented and appropriately incorporated into decision making across Oldham Council and Oldham CCG.  To act as a role model and promote excellent external relations by representing Oldham Cares at national, regional and local levels; promoting the system and influencing others to share the vision for Oldham.  **General**  Undertake any duties commensurate with the level of the post as required and as agreed with the post holder from time to time.  **Role Specific Accountabilities:**  To be responsible for the commissioning of all health and care services for which the new joint commissioning function is accountable for.  To be responsible for the commissioning of relevant social care and public health services.  To ensure Oldham Council and Oldham CCG effectively delivers its duties, delegated from NHS England, in relation to primary care commissioning.  To take account of new and emerging national and Greater Manchester policy in relation to the areas within the portfolio of the post, ensuring that the Council, CCG and wider Alliance remains fully appriased of relevant implications and requirements.  To play a key role in supporting the economy to deliver the ambitions set out within the Oldham Locality Plan.  To ensure that services are commissioned to encourage a competitive market and stimulate responsiveness of providers across all sectors in line with agreed market approach.  To lead an integrated team who will work cohesively and maximise commissioning opportunities to deliver outcomes for people which can be clearly evidenced in terms of impact.  To drive integrated commissioning for Oldham, championing established priorities identified through population health and care data in partnership with public, private and voluntary sector organisations, ensuring strategic objectives of both organisations, and the wider Oldham Plan, are aligned in the joint commissioning strategy.  To engage children and young people, adults, families carers and their communities to ensure that comprehensive, apprioritate and personalised services are commissioned which address identified needs.  To have a clear understanding of quality, performance and contractual requirements for providers, to ensure that they deliver high quality services, in line with agreed key performance targets.  To be responsible for ensuring that robust contractual and working relationships are in place in order that operating costs are controlled and the impact of delivery can be evidenced.  To facilitate the resolution of issues between commissioners and providers in line with appropriate procedures ensuring that effective working relationships are maintained.  To develop and embed a culture which drives high performance and contnuous improvement across the whole system, playing a key role in developing relationships, influencing and connecting people to deliver the best outcomes for people.  To ensure joint commissioning is driven by comprehensive understanding of demand, is data-driven, evidence based and supports clinical, strategic, operational and financial drivers.  To work closely with Elected Members and Board Members to provide professional and technical advice to ensure Oldham Council and the CCG’s objectives and key performance indicators are met ensuring that confidence in the services ability to deliver is maintained at the highest level.  To attend senior management meetings and Board level meetings to ensure strategic leadership and the effective management and development of services at a local, regional and national level.  To be responsible for managing significant budgets and resources, ensuring that this is undertaken in line with the appropriate financial standards, and within budget in accordance with the Council and CCG governance framework.  To be part of Oldham on-call rota, undertaking the full range of ‘director on-call‘ duties as outlined in the Emergency Planning, preparedness and response NHS guidance. This includes training, testing, exercises, briefings, preparation and response, both in and out of hours.  To ensure that all services operate to the required clinical and corporate governance standards that are currently in place. |
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| **Member of Governing Body Responsibilities:**  In addition to the responsibilities above the Chief Operating Officer as a member of the CCG’s Governing Body will share responsibility as part of the team to ensure that the CCG exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the CCG’s constitution as agreed by its members. Each individual is there to bring their unique perspective, informed by their expertise and experience. This will support decisions made by the Governing Body as a whole and will help ensure that:   * a new culture is developed that ensures the voice of the member practices is heard and the interests of patients and the community remain at the heart of discussions and decisions; * the Governing Body and the wider CCG act in the best interests with regard to the health of the local population at all times; * the CCG commissions the highest quality services with a view to securing the best possible outcomes for their patients within their resource allocation and maintains a consistent focus on quality, integration and innovation; * decisions are taken with regard to securing the best use of public money; * the CCG, when exercising its functions, acts with a view to securing that health   services are provided in a way which promotes the NHS Constitution, that it is there to improve our health and wellbeing, supporting us to keep mentally and physically well, to get better when we are ill and when we cannot fully recover, to stay as well as we can to the end of our lives;   * the CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business; and * good governance remains central at all times.   **Standard Duties:**  To take every opportunity to raise awareness of the organisations ambitions and achievements, both internally and externally and make a cooperative difference by encouraging others to do their bit as well as actively demonstrating the same.  To ensure compliance with all statutory, regulatory and legislative requirements such as health & safety and equality  To participate in self-improvement in performance through workplace development. |
| **Responsible to:**  CCG Accountable Officer/Chief Executive of Oldham Council  **Responsible for:**  Direct line reports include   * Director of Performance and Delivery * Director of Finance * Director of Primary and Community Care * Executive Nurse |
| **Special Conditions:**  DBS  This is a Politically Restricted Post |
| **Work Related Circumstances:**  The post holder will be expected to travel within the Borough and nationally if required.  This is a senior position and will involve unsocial hours as and when required as well as appropriate call out arrangements. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | February 2018  May 2018 | Carolyn Wilkins  Noreen Dowd | Chief Executive, Oldham Council  Executive Director of Transtion |
| **Reviewed** |  |  |  |

**PERSON SPECIFICATION**

**Job Title: Strategic Director of Commissioning / Chief Operating Officer**

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|  | **Selection Criteria** | **How Assessed** |
| **Education & Qualifications** | Professional qualification relevant to the post or  Extensive experience within post holders portfolio of responsibility | Qualification |
| **Experience** | A track record of leadership in an organisation with a significant budget and of comparable complexity.  Experience of developing and operating effective Corporate Governance, regulations, statute and principles of business conduct in a large, complex organisation.  Experience of strategic development and leading transformational change across multi stranded services/organisations.  Experience of implementing robust systems of internal control to support corporate governance.  Evidence of maintaining and sustaining change in a complex environment.  Proven experience of working effectively and impartially with elected members/board members in supporting the decision making process  A track record of significant achievement and service improvements that have improved organisation performance | Through Interview unless indicated otherwise |
| **Skills & Abilities** | Ability to lead, inspire and demonstrate commitment to achieve service development, transformation and improved quality.  Proven success in leading cultural change through innovative and creative ways to respond to and drive the cooperative ambition.  Ability to demonstrate that you use an evidence -based approach when assessing risk and impact and can share examples of when the right intervention delivered great outcomes.  Ability to develop strategies and translate them into effective operational plans  Ability to communicate a compelling vision to key stakeholders internally and externally to achieve operational outcomes  Business acumen from creating a commercial environment where the management of cost/budgets and customer satisfaction is paramount and productivity is high  Excellent organizational and communication skills and ability to engage effectively with a wide range of stakeholders including public, Elected Members, Governing Body, GMHSCP, NHSE and NHSI |  |

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| **Knowledge** | Understanding of NHS and Social Care, current policy frameworks and legal and regulatory implications.  Evidence of maintaining and applying up to date knowledge of current thinking and developments within health and social care context.  A detailed understanding of the governance arrangements required in a constantly changing environment.  Experience of service delivery within a commercially focused organisation |  |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**