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| **Department** | **Department of People Services** |
| **Job Title** | Integrated Commissioning Manager (Disabilities) |
| **Grade** | 12 |
| **Primary Purpose of Job** | To act as Learning Disabilities lead commissioner for Bolton (Council and CCG) ensuring the development and delivery of Health and Social Care Commissioning Strategies to meet current national guidance. Also responsible for the development and delivery of quality autism, mental health and physical disabilities services for Bolton Council. |
| **Reporting To** | Head of Commissioning |
| **Staffing**  **Responsibilities** | Line management responsibilities for several Commissioning Officers |

**Main Duties**

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| **1** | To oversee, develop and produce commissioning plans and strategies; ensuring that they are based on sound evidence, analysis and engagement. |
| **2** | To oversee the robust analysis of data relating to need, demand, market performance, financial resources and service quality and to use this to develop commissioning options which underpin decision making. |
| **3** | To act as lead officer for Bolton in terms of meeting Transforming Care objectives and to represent Bolton (CCG and Council) at the GM Fast track LD Commissioners forum |
| **4** | To oversee commissioning developments, redesign of services and, where applicable, decommissioning; ensuring the council’s core priorities of quality and value for money are met. |
| **5** | To proactively develop working relationships with other commissioning bodies such as internal council, CCG, Greater Manchester authorities (including AGMA, Public Sector Reform) & other partners to ensure that the Bolton’s commissioning strategic aims and objectives are delivered, and that Bolton plays a part in GM and NW commissioning developments. |
| **6** | To liaise and consult with key partners including Healthwatch and to ensure that routine community and provider engagement produces key evidence for commissioning strategies/plans and the improvement of service provision. |
| **7** | To oversee the robust analysis of the potential impact of commissioning decisions working with key council officers to translate this evidence into Equality Impact Assessments and ensure comprehensive risk management plans are included. |
| **8** | To ensure that commissioning and procurement process and practice meets the appropriate national standards and guidelines and Council requirements. |
| **9** | To commission services which deliver high quality, cost effective services in line with contract/service level agreement and funding agreement requirements. |
| **10** | To lead on the development of the provider market in Bolton and to engage with Greater Manchester commissioners regarding wider and/or specialist provision development |
| **11** | To lead the overall project management for key commissioning projects working together with the Commissioning Officers, Quality and Assurance, Care Management and other service leads, as well as wider stakeholders. |
| **12** | To lead, manage and support any designated staff within the Commissioning Team and where appropriate any specialist Learning Disability/Autism staff seconded to the Council. |
| **13** | To positively support the overall improvement of commissioning, procurement and contract management practice including using local, regional and national best practice. |
| **14** | To manage, provide reports to the key governance boards (Strategic partnerships, Council, CCG) and assist with setting and monitoring of budgets for people with disabilities. |
| **15** | To undertake any other reasonable duty as directed by the Head of Service. |

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| **Date Job Description prepared/updated:** | **14.11.2018** |
| **Job Description prepared by:** | **Chris Makin** |



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| **Department** | | | | **Department of People Services** | | | |
| **Job Title** | | | | **Integrated commissioning manager** (Adults WITH DISABILITIES Aged 18 to 65) | | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | | |
| 1. | A detailed understanding of Local Government and health commissioning and its changing role in relation to market management and choice. | | | | | | Interview / Assessment Centre |
| 2. | An understanding of the national guidance and legislation relating to the commissioning of services for people with learning disabilities, autism, mental health and physical disabilities. | | | | | | Application Form / Interview / Assessment Centre |
| 3. | A detailed understanding of the regulatory frameworks relating to commissioning, procurement and contracting decisions. | | | | | | Interview / Assessment Centre |
| 4. | Ability to engage with individuals, with evidence of persuasive and influencing skills to ensure buy in for strategy change, service redesign and performance improvement. | | | | | | Application Form / Interview / Assessment Centre |
| 5. | Ability to engage in networking and proactive partnership working in order to improve commissioning processes and market development. | | | | | | Application Form / Interview/ Assessment Centre |
| 6. | Knowledge of project and programme management. | | | | | | Application Form / Interview / Assessment Centre |
| 7. | Ability to analyse data relating to need, demand, market performance, financial resources and service quality. | | | | | | Application Form / Interview / Assessment Centre |
| 8. | Demonstrate ability to make decisions, implement and evaluate service delivery. | | | | | | Interview/ Assessment Centre |
| 9. | Demonstrate ability to use reflective practice within Disabilities commissioning. | | | | | | Application Form / Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document. | | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | | |
| 1. | | To be educated to degree level in a relevant field. | | | | Application Form /Interview | |
| 2. | | Senior management experience in commissioning within health, social care or housing. | | | | Application Form / Interview / Assessment Centre | |
| 3. | | Commitment to attendance at the National Commissioning Academy | | | | Application Form /Interview | |
| 4. | | Experience of complex problem solving in collaboration with others | | | | Application Form / Interview / Assessment Centre | |
| 5. | | Experience of programme management within health and social care settings | | | | Application Form / Interview / Assessment Centre | |
| **3. Work Related Circumstances** | | | | | | | |
| 1. | | The nature and demands of the post holders time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | | | | Interview | |
| **STAGE TWO** | | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | | |
| 1. | Ability to demonstrate an understanding of change management and relate this to improving outcomes for service users | | | | | | Application form / Interview |
| 2. Experience/Qualifications/Training etc | | | | | | | |
| 1. | Relevant Professional Qualification – Commissioning or Learning Disabilities | | | | | | Application Form/ Interview |
| 2. | Experience of managing large scale change programmes successfully | | | | | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | **14.11.2018** |
| **Person Specification prepared by:** | **Chris Makin** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.