

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Integrated Commissioning Directorate

SECTION: Adult Care

LOCATION: Number One Riverside

JOB TITLE: **Assistant Director of Commissioning ASC and Prevention**

POST NUMBER:

Grade: Assistant Director 1 - £70,340 - £81,589

Accountable to: Director of Strategic Commissioning (DASS)

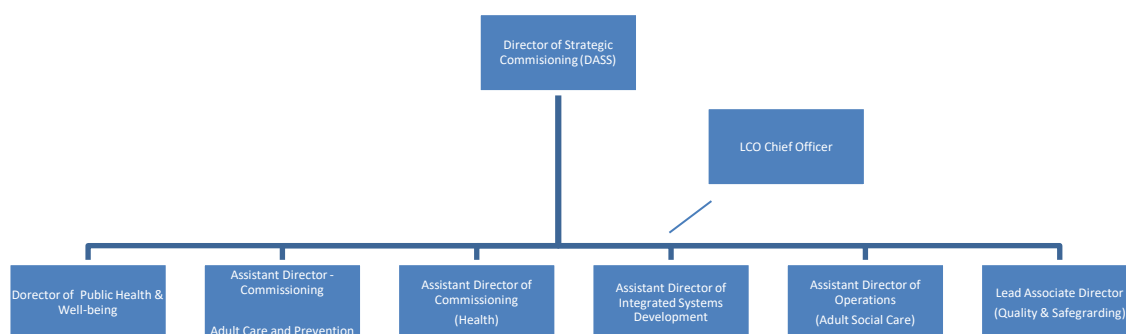
Accountable for: The post holder will have a key strategic role in supporting the development of good quality, safe and effective integrated commissioning for adult care and prevention in Rochdale. The post holder will directly manage a team of commissioning staff and work closely with ASC operations, NHS commissioning, quality and safety, Public Health and integration as part of the Integrated Commissioning Directorate.

Hours of Duty: 37 Hours per week in accordance with the needs and demands of the Service

**Any Special
Conditions of
Service**

- The authority operates a smoke free policy for all employees and applies to any buildings and associated grounds within the immediate vicinity of the building which is wholly owned leased or operated by RBC.
- Attendance at meetings conferences or other events out of hours which will be compensated in accordance with Local Conditions of Service.
- Requirement to Travel within and outside the Borough for which a mileage rate allowance is payable.
- This post is Politically Restricted in accordance with the current regulations.
- The Council is committed to safeguarding and promoting the wellbeing of children, young people and vulnerable adults. It expects all staff to share this commitment.

Organisational Chart



PURPOSE AND OBJECTIVES OF THE JOB

The post holder will provide a leading role in supporting the development and implementation of strategic and operational commissioning arrangements in Rochdale Borough, bringing a high level of creativity, energy and enthusiasm and be unwavering in pursuit of our ambitious goals for health and social care improvement. This post is fundamental to ensuring that working age and older adults in Rochdale receive the best quality care, working with providers to support continuous improvement.

We are committed to place based commissioning, which is focussed on achieving improved outcomes, experience and making the best use of local resources for the whole of the population. We do this through creating the strategic frameworks and delivery mechanisms to enable integrated health and care to flourish within the wide range of community assets and resources available.

The post holder will support innovative and transformative approaches to commissioning across social care and prevention, working closely with health colleagues to integrate where possible, as set out in the ASC Directorate Plan, Rochdale Locality plan, prevention strategy and the Adult Social Care White Paper People at the Heart of Care. .

The post holder will have a portfolio of leadership roles, with a strong focus on preventative and personalised approaches, improving quality and experience within our care sector, supporting the development of integrated pathways and models of care including intermediate tier and reablement, working closely with both the Director of Strategic Commissioning (DASS) and the Assistant Director Operations (Deputy DASS). In addition, the post holder will be required to work in partnership with key partners across the council including public health, neighbourhoods, housing and children's services, Rochdale Integrated Care Partnership and the Local Care Organisation.

The post holder will be responsible for a number of key strategic partnerships, delivery models and the engagement of the public and patients in commissioning and co-production. They will lead and participate in work programmes at differing commissioning levels including Greater Manchester , North East Sector and locality as well as regionally and nationally as required.

The post holder will ensure rigorous management of risk and in particular financial risk in the context of the financial challenge at locality level and the Greater Manchester devolution arrangements. The post holder will ensure robust governance and management arrangements are in place to ensure that any risks are mitigated and challenges are managed.

As a member of the wider leadership team of the Council, the post holder will support the Director of Strategic Commissioning (DASS) in delivering the strategic and statutory objectives.

Control of Resources

Personnel: To be responsible for the direction, support and motivation of self and a team of staff allocated to the post holder. They will also be responsible for motivating and supporting a range of other staff for whom they do not have direct control. Thus a very high level of skill in influencing others is required.

Financial: The post holder will have a direct lead role in commissioning of a range of services to the value of circa £80 million and influencing the commissioning of all services falling within the remit of the Rochdale Locality Plan and wider council and health services. The post holder must be familiar with and be responsible for working in accordance with the financial regulations, procurement and contracting procedures of both the Local authority and local care organisation and ICS as appropriate and also ensuring that others do so.

Equipment: To be responsible for the safe use and maintenance of all materials and equipment allocated to the post holder or used by staff allocated to the post holder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the health and safety policies of the Council

Equality and Diversity

To work in accordance with all relevant policies relating to the promotion of Equality and Diversity

Training and Development

Responsible for assisting in the identification and undertaking of his/her own training and development requirements as per the councils Performance management Framework and the LCO programmes.

Relationships (internal and external) not exclusive

- NHS/ICS colleagues
- Cabinet members, in particular all members of the Integrated Commissioning board
- Acute and community service providers both physical and mental health
- Specialist and wider Public Health workforce
- Council directorates including resources, neighbourhoods, children's and place
- Clinical leads within local care organisation, PCNs and ICS and within the Integrated care delivery model
- Voluntary and third Sector Partners, Provider organisations
- Commissioning and Procurement Colleagues
- GM Devolution arrangements
- GM Health and Social Care Partnership arrangements
- H&WB Board

Responsibilities

The post holder must:

- Perform his/her duties in accordance with Rochdale Councils Equality and Diversity Policy
- Ensure Rochdale Councils commitment to public service orientation and care of customers
- Ensure that the values and behaviours of Rochdale Council as set out in 'The Rochdale Way' are adhered to.
- Act in accordance of the NHS principles and constitutional standards

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal/Specialist Duties

Strategic Leadership and management:

1. Demonstrate and further develop the vision for integrated commissioning as set out within the ambitions of the Rochdale Locality Plan and prevention strategy
2. Foster an honest approach to decision making and risk management including what may be

considered unpopular decisions in the context of the best outcomes for the people of Rochdale.

3. Give clear leadership and direction on the development and implementation of the Directorate Plan in relation to prevention and adult care commissioning.
4. Support the development of strategies to ensure effective partnership working across Rochdale in relation to the implementation of the locality plan.
5. Support the commissioning of the Care Act requirements for Rochdale residents and the delivery of the GM Adult Social Care programme in Rochdale.
6. Contribute to the commissioning of preventative services across the borough of Rochdale
7. To develop effective relationships with elected members, in particular the Portfolio holders for Health and Portfolio holder for Adult Car, and their deputies, and ensure that council policies and procedures are understood and implemented across the organisation
8. To work closely with and where necessary deputise for the Director of Strategic Commissioning (DASS) and the Assistant Director of Operations (Deputy DASS).
9. To support the Director of Strategic Commissioning (DASS) in continuing to strengthen joint arrangements for health and social care commissioning in Rochdale.
10. Ensure that customer insight is utilised effectively in order for commissioners to better understand their needs

Service Delivery:

11. To lead and co-ordinate the commissioning of high quality, safe and effective social care, prevention, early intervention and wellbeing services for the population of Rochdale ensuring continuous service improvement, including close working with procurement colleagues.
12. To monitor and achieve effective commissioning and decommissioning for the portfolio of responsibilities
13. To develop and deliver new and innovative services for the adult social care market working across public and private sector and all other partners to achieve this.
14. To work across the council , partners and key stakeholders to ensure the statutory duties of the DASS are fulfilled
15. To manage the ASC commissioning team and, and support the development of the wider team across the Integrated commissioning directorate with the Director of Strategic Commissioning
16. To involve public and patients in the co design of commissioned services and to lead with a focus on the outcomes for local residents.

Performance and Programme Management:

17. Review and challenge a range of management information to ensure best practice, value for money and most effective business models.
18. Ensure that effective performance management systems are in place to monitor and evaluate the quality of commissioned services and ensure their compliance with required standards
19. To work with providers who are underachieving to drive continuous service improvement
20. Support the development of a quality market for social care in Rochdale and the management of the market and fee negotiations to achieve this

21. To actively participate in mechanisms to improve and measure performance and utilisation of services commissioned.
22. To continually 'horizon scan' with regard to innovation and developments in the field of service design to support and actively encourage local innovation.
23. Create a managed work environment through well-defined projects and performance management reporting systems.
24. Utilisation of core commissioning techniques including needs analysis, planning, design, and procurement and then robust monitoring and evaluation of services to ensure the commissioning of effective services that are value for money

Resource management:

25. To lead the planning and use of the c£80 million commissioning budget maximising its impact to increase health and wellbeing in Rochdale and deliver value for money social care and prevention services.
26. To achieve and sustain measureable improvements in core commissioning processes through innovation and change
27. To be accountable for the most effective use of all resources within the Commissioning Directorate
28. To ensure effective budgetary control and appropriate monitoring of staffing and financial resources is undertaken

Culture:

29. Promote a culture that focusses on continuous improvement and improving outcomes for the people of Rochdale.
30. Ensure Safeguarding and quality are embedded within all commissioning activity and processes.
31. Seek and support innovative service design to improve health and wellbeing in Rochdale.
32. Ensure that the culture across the organisation is supportive fair and open and enables all employees within the service to meet require performance standards
33. Inspire and motivate all employees within the service to deliver and commit to ensuring improved outcomes are achieved for residents of Rochdale.
34. Lead and role model integrated working , collaboration cross sector and partnership engagement and delivery
35. Promote an approach to commissioning which is driven on best value, high quality responsive services that works in partnership with service users and providers to ensure the very best outcomes for Rochdale residents.

Communications:

36. Provide full and detailed information to Integrated Commissioning Board, Locality Board, Cabinet and Local Care Organisation to assist them in decision making.
37. Maintain and promote effective communication within wider leadership team.
38. Lead effective and timely communication across all stakeholders regarding commissioning.
39. Promote cross sector and organisational working in support of integrated approaches to health and social care in Rochdale.in support of employee engagement and co-ordination of information
40. Provide full and detailed briefings for Executive Leadership and Integrated commissioning board as required
41. Lead on a clear communication and engagement plan for the commissioning directorate

Local Democracy:

42. Support the Chief Executive, Director of Strategic Commissioning (DASS) on the advice that is required by elected members in relation to key priorities in the delivery of their democratic role and support open democratic procedures
43. To provide support and guidance to the lead Portfolio member for Adult Care and their deputy on issues relating to Adult Social Care and statutory responsibilities
44. Contribute to the Councils long standing commitment of engagement and service delivery to township working

Diversity:

45. Demonstrate an open commitment to actively celebrating the rich diversity of the Borough including and support for programmes to promote social inclusion and community cohesion.
46. To positively support the Council's strategies and policies for equality and diversity in employment and service delivery outcomes.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

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Job Description Prepared by: S.McIvor/A.Fallon **Date:** April 2018

Reviewed: C.Richardson/T.Harrison **Date:** June 2022

Agreed by post holder: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Director: ----- **Date:** -----

Rochdale Borough Council

Person Specification

Service	Integrated Commissioning	Post	Assistant Director of Commissioning ASC and Prevention
Section	Integrated Commissioning	Post Number	
Job Ref		Grade	Assistant Director 1

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

	Criteria	Essential(E) Desirable (D)	How identified Application(A) Interview(I)
	Special Working Conditions		
	Personal commitment to high quality services and improving the lives of those who are 'worst off'.	E	I
	Outstanding ability to motivate and inspire others	E	I
	Can demonstrate a high level of personal resilience at all times including when responding to complex and demanding situations	E	AI
	Shows sound judgement, principles and personal values and works collaboratively across organisations to achieve shared goals	E	I
	Able to work evening and weekends as required	E	AI
	Able to represent/deputise for the Director of Strategic Commissioning	E	I
	Qualifications and Experience		
	Evidence of post graduate study in a relevant topic or equivalent	E	A
	Experience of commissioning large scale contracts and services from service design stage through full procurement.	E	A
	Experienced in managing complex contract negotiations including where risks emerge, and working in partnership with providers to resolve issues.	E	I
	Experience of decommissioning services	E	AI
	Demonstrable achievement/ a strong track record at a senior level within a health and social care (or voluntary and private sector) setting	E	A
	Demonstrable success in developing, monitoring and commissioning high quality innovative services	E	A

	Track record of leadership and management within a large organisation including a lead role in driving continuous change whilst motivating and inspiring employees to ensure delivery of outcomes	E	AI
	Experienced in building internal and external relationships with partner organisations and achieving positive outcomes for service users	E	AI
	Experience of successfully working with politically sensitive issues and an awareness of the support that is required by Elected members	E	AI
Skills and Knowledge			
	Knowledge of preventive services and effective commissioning of these services	E	I
	High level of awareness of the statutory duties of local authorities, particularly in ASC	E	I
	A high level of awareness of performance management principles and continuous improvement and how these can be implemented to achieve improved outcomes	E	AI
	A demonstrable ability to provide strategic leadership and balance conflicting demands and resources	E	AI
	A comprehensive understanding of local government, the national and political context in which it operates and the current challenges and opportunities	E	I
	An ability to maintain a clear overview of issues affecting the council and LCO in managing the demands of Greater Manchester Devolution arrangements and subsequent challenges and opportunities for commissioning	E	AI
	Excellent communication and negotiation skills and an ability to influence others through tact, diplomacy and effective reasoning and persuasion	E	I
	Excellent financial awareness and a demonstrable high level of awareness of budget management	E	AI
	An ability to lead and manage individual performance and the performance of teams in a manner that raises the performance across teams.	E	AI
Values and Behaviours			
	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AI