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| **Department** | **PEOPLE** |
| **Job Title** | **Head of Strategic Commissioning – Start Well / Living Well / Aging Well**  |
| **Grade** | **Grade M** |
| **Primary Purpose of Job** | As a Head of Strategic Commissioning, you will be the strategic commissioning lead for a portfolio of Start Well (children’s) services You will be required to develop and lead on the implementation of commissioning strategies for people and services within this pillar.You will lead on the creation of innovative approaches to high quality, affordable and outcomes focused services.You will develop and lead on large scale transformational change programmes within your pillar. |
| **Reporting To** | Assistant Director – Social Care & Public Health Commissioning. |
| **Direct Staffing Reports** | Responsibilities for an additional team/service as identified by the Assistant Director within the team structure |

**Main Duties**

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| **1** | Responsible for the strategic and operational management of a group of staff working under thematic pillar (‘portfolio’). |
| **2** | Responsible for developing commissioning intentions, savings initiatives and key strategies for your portfolio and ensuring implementation of these plans. |
| **3** | Ensure that staff deliver strategic objectives and contribute to corporate strategies and policies and wider place-based commissioning plans developed across the Bolton health and care system. |
| **4** | Be responsible for providing commissioning expertise to support the wider health & care system and business processes within the Council and the ICP.  |
| **5** | Lead contract monitoring and performance discussions with providers and ensure they deliver against agreed performance measures and service specifications. |
| **6** | Manage corporate business returns, including planning and workforce returns for relevant portfolio areas. |
| **7** | Lead on embedding positive relationships across the health and care system to effectively manage the delivery, improvement, and integration of existing services |
| **8** | Lead the approach of commissioning for quality, through service redesign, de-commissioning, and re-commissioning processes. |
| **9** | Ensure that newly commissioned services are evidence-based upon needs assessments to best meet the needs of people living in Bolton. |
| **10** | Ensure commissioned services provide value for money for the Bolton health and care system. |
| **11** | Chair and attend meetings, steering groups and subgroups as required to promote Bolton’s commissioning agenda, in line with national and local priorities. |
| **12** | Provide and receive highly complex, sensitive, or contentious information, including leading on underperformance of commissioned services by providers. |
| **13** | Present complex, sensitive and/or contentious information to a range of stakeholders, including contract negotiation, fee negotiation and decommissioning meetings. |
| **14** | Lead and develop the team and foster effective working relationships across the health and care system. |
| **15** | Lead on effective co-production of services with customers and other stakeholders |
| **16** | Communicate with external agencies to ensure compliance with performance targets and strategic objectives.  |
| **17** | Present highly complex information about projects, initiatives and services to a wide range of stakeholders to a wide range of internal and external stakeholders. |
| **18** | Maintain networks internally and externally. |
| **19** | Work with Public Health Leads on the development of the local JSNA process, relevant to pillar   |
| **Date Job Description prepared/updated:** | **May 2021** |
| **Job Description prepared by:** | **T Minshull** |



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| **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 clear demonstratable understanding of the legislation and statutory framework relevant to Start Well services to enable the Council to fulfil its duty of Market Management as set out in the Care Act 2014 and to fulfil our responsibilities under the Children’s Act 1989 | Application/Interview / Assessment Centre  |
| 2. | Extensive knowledge of commissioning, contracting and strategy  | Interview/Assessment Centre |
| 3. | Thorough understanding of data and performance measures of contracts, including confidentiality issues | Interview/Assessment Centre |
| 4. | Understanding of the performance assessment framework in which the NHS, Public Health, Councils and Children’s and Adult departments operate | Interview/Assessment Centre |
| 5. | Ability to ensure necessary resources are available and allocated accordingly to ensure equitable service delivery | Interview/Assessment Centre |
| 6. | Demonstrate an understanding of private and third sector organisations and local provider markets | Interview/Assessment Centre |
|  | **Management and Leadership** |  |
| 7. | Ability to set and prioritise realistic goals and objectives ensuring a professional service is delivered whilst striving to ensure the development and sustained improvement of the service | Interview/Assessment Centre |
| 8. | Provide receive and present highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, with large and influential groups | Interview/Assessment Centre |
| 9 | The ability to anticipate and resolve problems before they arise with a solution focussed approach applying strategic thinking and understanding of a wider context | Application/Interview/Assessment Centre |
| 10 | Ability to manage the allocated budget, reviewing the generation and allocation of financial resources, and evaluating proposals for expenditure | Interview/Assessment Centre |
| 11 | Ability to plan, prepare and manage projects, using appropriate project management tools in order to lead, develop and monitoring activities, resources and plans.  | Interview/Assessment Centre |
| 12 | Ability to identify and analyse information and communication requirements, to inform critical decision making  | Interview/Assessment Centre  |
|  | **Performance** |  |
| 13 | Ability to lead and work within a performance management framework, understanding the relationship between performance and practice and seeking to achieve continuous improvement across service area. | Interview/Assessment Centre |
| 14 | The ability to manage, organise, support and maintain the use of information technology systems and software | Interview/Assessment Centre |
| 15 | To be responsible for the delivery of high-quality services by developing and implementing quality assurance systems, to monitor maintain and evaluate the division’s performance, services and processes | Interview/Assessment Centre |
| 16 | Ability to develop person-centred approaches delivering positive outcomes for vulnerable people needing health and care services | Application/Interview/Assessment Centre |
|  | **Partnership** |  |
| 17 | Deliver results, through collaboration, partnerships and work with groups in accordance with the organisation’s aims. | Application/Interview/Assessment Centre |
| 18 | Ability to use knowledge and understanding of the political context, processes and sensitivities to influence own approach to deliver outcomes, in particular developing a relationship with elected members. | Application/Interview/Assessment Centre |
| 19 | Able to build relationships with others, internally across the council and externally with key stakeholders and partner agencies to develop services for and with customers | Application/Interview/Assessment Centre |
| 20. | **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 |

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| **2. Experience/Qualifications/Training etc** |
| 1. | Degree in relevant subject area.  | Application Form/Interview |
| 2. | Significant experience at a senior level in health, social care or housing. Complimented by at least one of the following strategy development, policy and planning or senior management in commissioning services in thematic pillar.  | Interview |
| 3 | Experience of programme management within health or social care settings  | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | Interview |

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| **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 the people of Bolton | Application Form/Interview |
| 2. |  |  |
| **2. Experience/Qualifications/Training etc** |
| 1. | Relevant Professional Qualification – Commissioning | Application Form/Interview |
| 2. | Experience of managing large scale change programmes successfully | Application Form/Interview |

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| **Date Person Specification prepared/updated** | **May 2021** |
| **Person Specification prepared by** | **T Minshull**  |

**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.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





