


**Job Description**

<b>Department:</b>	Adult Services
<b>Division/Section:</b>	Commissioning
<b>Job Title:</b>	<b>Commissioning Manager</b>
<b>Post No:</b>	
<b>Grade:</b>	13
<b>Reports to:</b>	Head of Adults Commissioning, Contract Management & Brokerage or Head of Childrens Commissioning
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	 <pre> graph TD     A[Snr Commissioning Mgr] --&gt; B[Commissioning Manager]     B --&gt; C[Commissioning Officer x 3]             </pre>
<b>DBS Check applicable?</b>  <b>Does the post involve working in regulated or controlled activity with children or vulnerable adults?</b>	<p>Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/></p> <p>Regulated <input checked="" type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/></p>
	<p><b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<b>Line Management responsibility for:</b>	<p><b>No. of direct reports: 3</b>  <b>No. of indirect reports: 0</b></p>
<b>Size of budget:</b>	<b>£17.5M (accountable for)</b>

<p><b>Job Purpose:</b></p>	<p>To support the delivery of commissioning priorities and intentions for Social Care.</p> <p>To manage and deliver the strategic commissioning cycle, from determination of need, planning and reconciliation to the council's budget planning cycle, to delivery and management of contracts to meet identified need. Managing contracts throughout their term ensuring performance, quality, and value for money.</p> <p>Monitor the annual budgets including demographic profiling, annual contractual uplifts for the contracts within the portfolio, supporting the Snr Commissioning Manager to deliver against the defined objectives.</p> <p>Taking a project and programme management methodology to service development managing defined projects within the overall programme of works, engaging with a wide group of internal and external stakeholders.</p> <p>Take a lead role in the development and implementation of quantitative and qualitative national and locally agreed outcomes across a range of areas.</p> <p>Focus on improving existing, and exploring different, ways of working, and the development of local systems, to deliver services with high quality outcomes for people and communities.</p> <p>Develop partnership working processes, project plans and commissioning strategies with a wide group of internal and external stakeholders. Ultimately devising robust service specifications with measurable outcomes, monitoring those outcomes to demonstrate the benefit the service has for the people and communities of Peterborough - strengthening the Council's role as Commissioner.</p>

**Main Duties and Responsibilities:**

- To be a strategic lead on the management of the portfolio budget using data and system analytics to profile and report variance from trajectory. Lead on deep dives when budget variances are predicted or identified to update the departmental leadership team on any variances and the associated mitigations
- Understanding of key government drivers and the change agenda directly affecting strategic development and provision of adult social/children’s care services
- Lead the management of independent sector contracts to ensure financial stability, commercial value for money and quality are maintained. Take action to avert provider failure where issues are identified. Linking to audit, legal, finance and regulatory bodies such as CQC/Ofsted when required.
- Take a strategic management approach where contracts are not performing, creating robust improvement frameworks ensuring the service reaches the required standard in the agreed timescales
- To collect, benchmark and analyse information to inform needs assessments in order to shape priorities for improvement, identify market deficiencies and support the allocation and effective use of resources liaising with all system partners and internal teams to identify and propose opportunities to improve value for money or contract performance.
- To identify and independently progress areas for collaborative working, service improvement or redevelopment with key stakeholders across the statutory, Integrated Care System, independent and voluntary sectors
- Produce and present a range of reports relating to contract performance, advising, and recommending developments and improvements to enhance the outcomes of the service at the relevant commissioning board
- To develop and implement quality assurance and performance measurements which enhance the delivery of the service and mitigate the council’s risk against underperformance
- To develop and lead on the implementation of methodology and techniques to undertake options appraisals
- To support the commercial development activity that will maintain or increase income of the council
- To develop effective and creative networks and working relationships with a range of stakeholders to support the delivery of strategic priorities for the Commissioning Directorate
- Independently identify and lead on service development for a range of specialist areas, including developing and implementing policy and strategies for that area
- To manage a range of commissioning projects and ensure they deliver the required outcomes within agreed timescales, being accountable for the key outcomes for those projects
- To undertake equality impact assessments for proposed policies, projects, and services and
- To manage specified budgets
- To ensure projects are delivered within agreed cost and timescales.

<p><b>Generic Responsibilities:</b></p>	<p>To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p><b>Flexibility Clause:</b></p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.</p>
<p><b>Variation Clause:</b></p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed</p>

	<p>changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p>
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	<p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
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## Person Specification

**JOB TITLE:**  
 Commissioning  
 Manager

**GRADE:** 13

**HOURS:** 37

**DIVISION:**

**DATE:**  
 January 2023

**POST NO:**

**DEPARTMENT:**  
 Commissioning

**DIRECTOR:**

**COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of commissioning</li> <li>• In depth knowledge of procurement and the synergies this has with commissioning</li> <li>• Good knowledge of the key legislative changes and the strategic and operational changes this has on services in (A&amp;I)</li> <li>• Solid understanding of the key drivers and market forces which impact existing services and the commissioning of future services (A&amp;I)</li> <li>• A detailed knowledge of commissioning in Adults Social Care, And detailed knowledge of the interface with the Integrated Care System as a key partner</li> </ul>	<ul style="list-style-type: none"> <li>• A good knowledge of Peterborough City Council</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good at partnership working and developing relationships with a number of key bodies and individuals both internal and external able to make executive decisions on projects, programmes, and procurement under their leadership</li> <li>• Communication - Ability to communicate effectively with a diverse range of stakeholders and partners</li> <li>• Commercial Awareness and Negotiation Skills – ability to negotiate to deliver best value for money whilst improving outcomes. Commercial and financial understanding in the context of commissioning and contract management.</li> <li>• Ability to lead some complex commissioning, planning, monitoring projects concurrently</li> <li>• Experience in working to improve the</li> </ul>	

	<p>performance of others creating detailed action plans and providing opportunities and development for learning</p> <ul style="list-style-type: none"> <li>• Able to manage conflicting priorities</li> <li>• Able to respond to problems and constraints of conflicting demands and other pressures <ul style="list-style-type: none"> <li>• Ability to develop, lead and manage datasets evidence and gap analysis for statutory inspections</li> </ul> </li> <li>• Able to lead meetings with providers and partners and to advise of progress and possible barriers to contract success, analysing complex information, negotiating solutions, and determining the level of risk to the successful implementation of the contract portfolio.</li> <li>• Analytical and judgemental skills and the ability to draw qualitative and quantitative data from a wide range of sources and present strategies in a clear concise manner.</li> <li>• Ensure that best practice is developed and delivered at departmental, organisation and inter-organisational levels</li> <li>• Able to challenge ways of working and persuade, motivate, and influence other senior managers across the department to change practice where necessary.</li> <li>• Highly developed interpersonal skills to communicate highly complex information succinctly and in difficult environments and highly sensitive issues in an organised and appropriate manner both verbally and in writing at all levels including non-specialists</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 3 years' experience in a relevant field</li> <li>• Experience of commissioning and or purchasing (procurement) services.</li> <li>• Contract management skills and expertise</li> <li>• Experience of working with a range of stakeholders</li> <li>• Experience of managing projects</li> <li>• Experience of consultation and negotiation</li> <li>• Experience in managing provider failure</li> <li>• Experience of managing complex budgets and financial management</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level (or equivalent relevant experience)</li> <li>• Qualification in leadership (achieved or in progress)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant health or social care qualification</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>		
<b>EQUALITY</b>	Candidates must demonstrate understanding of	

	acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
 (AI) Application / Interview, (P) Presentation, (W) Written Test.]*