

**London Borough of Lambeth  
Adults and Health-Learning  
Disability and Autism**

**Job Description**

<b>Job Title:</b>	Lead Commissioner – Learning Disability and Autism
<b>Grade:</b>	PO8-9 (or closest equivalent NHS grade)
<b>Directorate:</b>	Adults and Health
<b>Responsible for:</b>	Senior Commissioning Officers
<b>Responsible to:</b>	Associate Director, Integrated Commissioning Mental Health

**1. Job purpose**

- To lead the commissioning of good quality and affordable social care and health care services which meet the needs of adults in the borough of Lambeth.
- To develop and maintain positive relationships with health, housing and social care providers, relevant CCG and council staff, carers and advocates and elected Members
- To apply co-operative commissioning principles and a whole system approach to tackling need, managing the market and ensuring the provision and oversight of a wide range of complex services and activities in collaboration with service users and providers. This will require advanced knowledge of commissioning, co-production and monitoring and evaluation as well as a high level of skill in community engagement, partnership working, stakeholder management and political awareness.
- To manage the process of co-production to generate solutions to cross-cutting and complex policy challenges.
- To manage a small team of commissioners, to drive commissioning activities, ensure best value and achieve a balanced budget, creatively drawing on a wide range of resources and assets as appropriate.

**2. Key accountabilities**

*Strategic commissioning*

- Responsible for management of specific projects within the commissioning cycle so as to ensure they are completed to deadline and within budget
- Lead the development of co-operative commissioning plans, ensuring that commissioned services are focussed on the delivery of outcomes
- Ensure the active engagement and involvement of diverse communities, service users, carers and stakeholders at every stage of the commissioning cycle
- Synthesise complex data from across the whole system and use intelligence and evidence to underpin the commissioning cycle and delivery of outcomes
- Undertake thorough options appraisal drawing on best practice and available evidence to make recommendations for commissioning or re-commissioning of services or for the decommissioning of activities
- Work in new and challenging situations that require innovative solutions on diverse subjects which have extensive implications for current council policies or services
- Ensure appropriate monitoring and review of commissioned activity on outcomes
- Carefully and widely consider the total resources available for commissioning, including community assets and non-council resources and oversee savings plans as necessary
- Ensure commissioning strategies demonstrate that there is the financial capacity to deliver the priorities in the plans and to sustain good quality core services.

### *Partnership and collaboration*

- Demonstrate strong collaborative working with colleagues and stakeholders across a wide range of different areas including the council, CCGs health and social care providers and voluntary and community sector
- Support elected and CCG board member in their role addressing local issues and involving residents.
- Co-design, specify and manage contracts/client relationships – encouraging and enabling contractors/providers to engage in the development of alliance working in the borough.
- Work in collaboration with local communities to improve outcomes for residents drawing on techniques of co-design, co-production, alliancing and performance monitoring in order to successfully commission or de-commission services.
- Maintain an understanding of market issues in relation to work packages and work with Associate Directors to ensure that a diverse and effective market is encouraged and develops to meet changing needs.
- Act as a high level, negotiator, facilitator and broker to achieve outcomes, with flexibility and creativity, to deliver excellent engagement and partnership working, with Members, stakeholders and the community to deliver cooperative commissioning.
- Ensure appropriate governance is in place for any commissioning work packages
- Responsible for delivering multiple packages of longer term, strategic commissioning activity.

### *Management responsibilities*

- Create a culture and environment of innovation, integration and creativity to empower communities, service providers, wider stakeholders and other commissioners to generate new solutions and ideas.
- Monitor performance, performance management of teams and individuals, including programme management within work packages assigned on task finish basis
- Supports learning and development of commissioners, holding commissioners and colleagues to account for behaviour as well as activity.
- Operate in line with borough and personal values and beliefs

### *Governance and project management*

- Ensure governance arrangements operate effectively in terms of overseeing the development of strategic commissioning frameworks.
- Ensure all relevant stakeholders take an active role at all stages of the strategy and commissioning process such as policy development, strategic planning, options appraisal, scoping of service integration, service improvement and evaluation.
- Ensure effective project management arrangements are in place to support the commissioning cycle.

### *Efficiency and Improvement*

- Ensure that the approach to analysing needs and commissioning and procuring services is kept under review.
- Ensure there is a focus on quality in all areas of strategic and service planning and in commissioning to improve the economy, efficiency and effectiveness of local services.
- To contribute to service improvement across the department and to take a proactive role in departmental and corporate work to improve service quality.
- Ensure annual efficiency savings are delivered through careful analysis of use of resources and subsequent improvements.

### *Market Development*

- Gain an understanding of market issues in relation to services for adults and work with the Associate Directors to ensure that a diverse and effective market is encouraged and develops to meet changing needs and strategic priorities.

### **3. General Tasks & Responsibilities**


- To liaise with auditors and other inspectors approved by the Council in any investigations pertaining to the work of the team and the records held.
- To ensure that you carry out the duties of the post in accordance with the Health and Safety at Work Act 1974, the Data Protection Acts and General Data Protection Regulations, Corporate IT standards, the Council's Equal Opportunities policies, the Council's security policy, the Freedom of Information Act 2000 and other relevant legislation, as well as all other Council policies, procedures, Standing Orders and Financial Regulations.
- To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environment Policy, Race Equality Action Plan, Quality Assurance Plan, Sustainable Construction and Recycling.
- To work towards creating a culture within Lambeth that is dedicated to the principles of Best Value and to meeting the needs of service users and other stakeholders.
- To undertake any special assignments or projects in a planned and professional manner ensuring that any work undertaken is completed within stipulated timeframes and given budget with the desired outcomes.
- To maintain an awareness of the risks to the department and the Council as a result of the delivery of the department, taking necessary action to minimise risks.
- To deputise, as required, for the Line Manager.
- To undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time to meet the needs of the service.
- To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
- To take full responsibility for the development and implementation of own Personal Development Plan, and own continued professional development in those areas relevant to own role within Lambeth.
- The post holder may be required to work outside of normal working hours from time to time in order to meet the demands of the service. When applicable, overtime and standby support will be paid according to conditions of service for local government and local arrangements with your line manager.

**London Borough of Lambeth  
Adults and Health**

**Person Specification**

**Job Title:** Lead Commissioner (Adults and Health Commissioning)

**Grade:** PO8-9 (or closest equivalent NHS grade)

<p>It is essential that your written application gives evidence or examples of your proven experience in each of the criteria marked Application. (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in all areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p> 		<b>Essential Shortlisting Criteria</b>	
<b>Qualification</b>	<b>Q1</b>	Education to degree level or equivalent.	<b>A✓</b>
<b>Key Knowledge</b>	<b>K1</b>	Extensive knowledge of the strategic and financial challenges facing local government, Clinical Commissioning Groups and the NHS	<b>A✓</b>
	<b>K2</b>	Extensive knowledge of challenges and opportunities within the health and social care setting in a borough like Lambeth	
	<b>K3</b>	Understanding of the key issues relating to the commissioning and delivery of services in adult social care	<b>A✓</b>
<b>Key Experience</b>	<b>E1</b>	Proven track record of commissioning health and/or social care services for a large public sector organisation.	
	<b>E2</b>	Demonstrable project management skills	<b>A✓</b>
	<b>E3</b>	Able to analyse data to solve problems and inform commissioning activity, ascertain whether services are delivering outcomes as intended and drive improvements	<b>A</b>
	<b>E4</b>	Demonstrable experience at developing strategies	
<b>Core Behaviours</b>	<p><b>Focuses on People</b></p> <p>This is about considering the people who our work affects, internally and externally. It’s about treating people fairly and improving the lives of those we impact. It’s about ensuring we have the right processes in place.</p> <ul style="list-style-type: none"> <li>• Undertake respectful and compassionate work with individuals and carers</li> <li>• Work creatively and innovatively to commission the best possible services for people with disabilities</li> <li>• Understanding individual and diverse needs</li> </ul>		

	<p><b>Takes Ownership</b>  This is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> <li>• Prioritising and managing own workload and managing work within agreed timescales</li> <li>• Understanding own role and seeking to use it to drive excellence/outcomes</li> <li>• Proactively participating in supervision and seeking opportunities to improve and reflect.</li> <li>• Being open and honest if things go wrong</li> </ul>	<b>A</b>
	<p><b>Works Collaboratively</b>  This is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> <li>• Understanding the roles of key partners and helping them to understand your role in securing the best possible outcomes</li> <li>• Actively seek to resolve problems working with colleagues, provider, carers and clients.</li> <li>• Actively seek opportunities to commission and work collaboratively and in an integrated manner</li> </ul>	<b>A</b>
	<p><b>Communicates Effectively</b>  This is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> <li>• Actively listening to people who need our support</li> <li>• Using clear language when we talk or write to people, so that they can understand and engage</li> <li>• Able to communicate data, ideas or information to different audiences to ensure clarity in expectations and intentions</li> </ul>	<b>A</b>
	<p><b>Focuses on Results</b>  This is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"> <li>• Working with colleagues, providers and stakeholders to ensure results are achieved</li> <li>• Keeping people informed of progress towards agreed goals</li> </ul>	