

# Job Description and Person Specification

Lead Commissioner

A Lambeth to be proud of



**Job Title: Lead Commissioner**

**Department: Integrated Health and Adult Social Care**

**Division: Public Health**

**Business Unit: Public Health**

**Grade: Career Graded PO8/9**

**Reports to: Associate Director – Public Health Commissioning**

**Responsible for: there may be opportunities to line manage other officers**

### **Job Purpose**

1. To lead the commissioning of good quality and affordable Public Health services in the borough of Lambeth
2. To develop and maintain positive relationships with relevant ICB and council staff, providers and elected members
3. To apply 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.
4. To manage the process of co-production to generate solutions to cross-cutting and complex policy challenges
5. To manage 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

### **Responsibilities**

#### *Strategic commissioning*

1. Responsible for management of specific projects within the commissioning cycle so as to ensure they are completed to deadline and within budget
2. Lead the development of commissioning plans, ensuring that commissioned services are focussed on the delivery of outcomes
3. Ensure the active engagement and involvement of diverse communities, service users, carers and stakeholders at every stage of the commissioning cycle
4. Synthesise complex data from across the whole system and use intelligence and evidence to underpin the commissioning cycle and delivery of outcomes

5. Undertake thorough options appraisal drawing on best practice and available evidence to make recommendations for commissioning or recommissioning of services or for the decommissioning of activities
6. Work in new and challenging situations that require innovative solutions on diverse subjects which have extensive implications for current council policies or services
7. Ensure appropriate monitoring and review of commissioned activity on outcomes
8. Carefully and widely consider the total resources available for commissioning, including community assets and non-council resources and oversee savings plans as necessary.
9. 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*

1. Demonstrate strong collaborative working with colleagues and stakeholders across a wide range of different areas including the council, ICB, health and social care providers and voluntary and community sector
2. Support elected and ICB board members in their role addressing local issues and involving residents
3. Co-design, specify and manage contracts/client relationships – encouraging and enabling contractors/providers to engage in the development of alliance working in the borough
4. 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.
5. Maintain an understanding of market issues in relation to work packages and work with other Associate Directors and commissioning colleagues to ensure that a diverse and effective market is encouraged and develops to meet changing needs.
6. 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
7. Ensure appropriate governance is in place for any commissioning work packages
8. Responsible for delivering multiple packages of longer term, strategic commissioning activity

#### *Management responsibilities*

1. 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
2. Monitor performance, performance management of teams and individuals, including programme management within work packages assigned on task finish basis
3. Supports learning and development of commissioners, holding commissioners and colleagues to account for behaviour as well as activity
4. Operate in line with borough and personal values and beliefs

### *Governance and project management*

1. Ensure governance arrangements operate effectively in terms of overseeing the development of strategic commissioning frameworks
2. 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
3. Ensure effective project management arrangements are in place to support the commissioning cycle

### *Efficiency and Improvement*

1. Ensure that the approach to analysing needs and commissioning and procuring services is kept under review
2. 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
3. To contribute to service improvement across the department and to take a proactive role in departmental and corporate work to improve service quality
4. Ensure annual efficiency savings are delivered through careful analysis of use of resources and subsequent improvements

### *Market Development*

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

### *General Tasks & Responsibilities*

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. To deputise, as required, for the Line Manager.

9. 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.
10. To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
11. 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.
12. 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.

### PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing 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 the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>			
<b>Key Knowledge</b>	K1	Extensive knowledge of the strategic and financial challenges facing local government, Integrated Care Boards and the NHS	✓A
	K2	Extensive knowledge of substance misuse, public health, health and/or social care services	A
	K3	Understanding of the key issues relating to the commissioning and/or delivery of public health services	✓A
<b>Relevant Experience</b>	E1	Proven track record of commissioning and/or developing health or social care services for a large organisation	✓A
	E2	Experience of working collaboratively in a complex commissioning or service/programme delivery environment	✓A
	E3	Demonstrable project management skills	
	E4	Able to analyse data to solve problems and inform commissioning	A
<b>Qualification</b>	Q1	Education to degree level or equivalent experience	✓A

<p><b>Core Values and Behaviours</b></p>		<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for</li> </ul>	

		<p>performance and delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul>	