

Job Description

Job Title	Senior Strategic Commissioning Manager
Directorate	Adult Care and Health
Service Area	Commissioning
Grade	11
Competency Level	3
Salary	£63,819-£70,608
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Enhanced DBS (Adult Barred List and Adult Workforce)
Job Evaluation Ref No	A8878

Job Purpose

Working directly with the Head of Strategic Commissioning and other members of the directorate management team to drive and implement the fast-paced transformation of the Adult Social Care and Health services to deliver better outcomes for people, improved value for money, and a sustainable high quality Adult Social Care system for the people of Liverpool, in line with our strategic priorities set out in the Adult social Care Strategy.

This team will lead in developing and facilitating strategic commissioning approaches across the external social care market (and internal Council market as required) to support people with eligible care needs. It will provide skilled interpretation of key data sources (including commercial data) and lead strategic commissioning of a wide range of services that provide best value for the Council. It will lead on the commissioning and procurement of care services from key sectors within the care market such as care homes, supported living, day support and domiciliary care. This will include responsibility for strategic and commercial market shaping to ensure care market capacity, sustainability and improvement. The team will also lead on the development of specifications (informed by co-production) that support excellent outcomes by enabling people to self-direct their support to live their best, most independent life for as long as possible. It will also provide expert guidance on the development and delivery of key performance outcomes to measure the impact of commissioned services and interventions.

Directly Responsible For:

The Senior Commissioning Manager will take responsibility of a small team of officers, responsible for undertaking activity aligned to the strategic responsibilities of commissioning.

To note, the post holder may also be required to support other managers within the service, as required, and under the direction of the Director of Strategic Commissioning.

Directly Responsible To:

Head of Service - Strategic Commissioning.

Main Areas of Responsibility:

- Operationally lead the delivery of our ambitious Adult Social Care Commissioning approach to support the transformation programme, ensuring

the delivery of better outcomes for people, improved value for money, and a sustainable high quality Adult Social Care system

- Playing a key role in supporting the Head of Service (Commissioning) in the development of a number of strategies such as the Commissioning Plan and the Market Position Statement
- To have an operational lead role as appropriate in the delivery of the ICB Better Care Fund Plan and the partnerships required to deliver its outcomes
- Operationally leading the delivery of the directorates plan for Commissioning outcome-based services to support people across the population spectrum
- Playing a key role in the development of the co-production strategy for the Adult Social Care directorate that includes people, carers and providers to support the Commissioning of services
- To frequently encounter and read documentation from Adult service areas that is upsetting/sensitive in nature, as it assists as a reference in decision making in the relevant areas of work
- Using analytical skills to inform the Commissioning process through the expert use of data sources from within the Council (utilising Power BI) and external to the Council such as data from the ICB and other sources
- To provide Commercial and logistical understanding of the Care Market and utilising the understanding of the market to inform the delivery of specifications and tendering approaches
- To be the operational lead for the delivery of a range of specifications that are outcome based and take into account the experience of people and Carers that are performance robust and deliver quality services
- This will require experience and knowledge to co-produce the services in line with the co-production strategy developed with Head of Service (Strategic Commissioning)
- To manage and lead the procurement of services aligned to the delivery of the Commissioning Strategy and the transformational approach of the department with corporate colleagues

- To be mindful of the importance of social value in the delivery of contract specifications and the management of procurements
- To work with Procurement to have a rolling approach to delivery of procurements in line with the contracts register and to be mindful of the corporate contract rules, delegated responsibilities, and finance thresholds for direct awards
- To populate the Cabinet forward plan on matters relating to tendering activity that requires Member approval
- To operationally lead the strategic development of a suite of policies for Adult Social Care (such as Charging, Continuing Health Care) working with the whole department to keep these current and oversee implementation. Working with corporate colleagues around how these policies relate to and align with the council plan and other council policies, as well as national social care policy
- To provide advice, guidance, and management to support the delivery of the strategic commissioning programme, ensuring that all activities are run effectively and in line with professional standards of programme and change management. Working with colleagues from our corporate transformation team to ensure appropriate governance and assurance is maintained across the programme
- To develop and maintain positive relationships with health, housing and social care providers, ICB and Council staff, carers and advocates and elected Members
- To deputise and provide operational cover for the Head of Strategic Commissioning, as required, and directed by the Corporate Director of Adult Care and Health

Supervision and Management Responsibility:

This post will provide strategic leadership and management to a small team of commissioning specialists. The Senior commissioning manager will be required to facilitate these specialisms and:

- 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
- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- To significantly influence senior managers on how budgets and/or income targets (of several million pounds) is set to achieve value for money and provide high quality service delivery for the area you are responsible for
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.



The post holder will be required to demonstrate the ability to perform at the following competency level **3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Graduate level qualification or equivalent experience (A/I)
- Relevant professional, procurement or commissioning qualification or equivalent relevant experience (A/I)
- Evidence of continuous learning (A/I)

Desirable

- Project or programme management qualification
- Management qualification

Experience

Essential

- Experience of leading and managing staff (A/I)
- Experience in areas of commissioning, performance, procurement or contract management (A/I)
- Experience of working within council service areas or health settings in adult services or children's services or experience working within health sector providers (A/I)

- Experience of building and maintaining productive relationships including stakeholders and partners and developing co-produced strategic outcomes (A/I)

Desirable

- Experience of carrying out consultative customer exercises
- Experience of using management information, quantitative and qualitative for both performance monitoring and reporting

Skills/Abilities

Essential

- Well-developed negotiation and engagement skills (A/I)
- Ability to make logical and rational decisions in a timely manner and communicate them clearly (A/I)

Desirable

- Well-developed written, presentation and report writing skills, using effective language to convey convincing ideas and arguments and the ability to simplify technical and complex information
- Ability to build, inspire and motivate teams

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

