CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing** | **SERVICE GROUP: Commissioning & Integration** |
| **POST TITLE:** **Commissioning Manager,**  | **REPORTS TO:** **Service Manager, Joint Commissioning**  |
| **GRADE: PO5** | **SAP POSITION NUMBER :50214881,**  |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section. The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:**  |
| 1. Working as part of an all ages People Commissioning service, the post will provide operational management of commissioning functions.
2. To lead on the development of services across specific service user groups, assisting in the development and implementation of relevant strategic commissioning strategies that can be utilised in conjunction with corporate and other key stakeholders including health.

2. To ensure service users and carers are fully involved in commissioning processes, taking account of the health and social care needs of the diverse population of the Bradford District ensuring better outcomes for individuals families and carers that are measurable and demonstrable within available resources.3. Work in partnership with key partners to ensure that appropriate performance management and monitoring arrangements are in place to support effective commissioning. |
| **Main Responsibilities of Post:**  |
| 1. Working closely with budget holders and service leads and other key stakeholders to manage programmes of commissioning activity
2. To undertake needs assessments, develop service specifications, produce business cases and to implement commissioning activity on time and within budget.
3. To provide reports on commissioning activity that include recommendations for action.
4. To determine through research, intelligence and evaluation of changing service patterns, requirements for service changes. To identify information flows and requirements to inform commissioning priorities and to underpin the development of future service requirements.
5. To assist in the joint commissioning of services with health partners, other Council Directorates, independent and voluntary sectors to ensure a “whole systems” approach to service development.
6. To work with others to monitor and evaluate services and their performance against specific outcomes and objectives to achieve the best possible standards of service and value for money.
7. Lead on the development of service level agreements and/or service specifications for contracts with suppliers and commissioning team members.
8. To co-ordinate effective arrangements for service user, carer and voluntary sector consultation and their participation in service planning and review.
9. To contribute to the overall management and development of provider markets.
10. To contribute to and lead working groups/project teams as appropriate and to manage particular projects and service developments in partnership with operational managers.
11. To keep abreast of policies, procedures, evidence of effectiveness, government guidance and legislation related to commissioning and to ensure implementation of national guidance across the Department’s areas of responsibility.
12. Line Management of Commissioning Officers, where required
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| **Structure** |
| **Special Knowledge Requirement:** Will be used in shortlisting.  |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. |
|  | **Essential** **Insert ticks where appropriate** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet  the Lower threshold level.You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview). | X |
| Demonstrate an understanding of the duties and responsibilities that underpins the work related to the relevant area of commissioning (children’s services, adult social care or public health)  | X |
| Demonstrate a clear understanding of all elements of the commissioning cycle. | X |
| Demonstrate effective relationship management skills across different organisations and levels to deliver successful commissioning. | X |
| Demonstrates ability to influence cutting edge thinking and innovative practice within the organisation. | X |
| Carry out analysis of and reporting of information and data from a range of sources to identify financial and other issues, resolve problems and ensure compliance with financial procedures and requirements. | X |
| Effectively leads multi-functional and multi organisational teams by creating and maintaining good working relationships and motivation. | X |
| **Relevant experience requirement: Will be used in shortlisting** |
| Experience of operating at a management level working within a public sector body a Local Authority or the NHS  |
| Experience of successfully managing commissioning processes and strategies from initiation through to completion, including the development and commissioning of new services.  |
| **Relevant professional qualifications requirement: Will be used in shortlisting** |
| Level 5 qualification or higher in a relevant discipline or similar evidence relevant to the skills and ability to do the job*(Degree with honours, graduate certificate or diploma, or other Level 5 award)* |
| **Core Employee competencies at manager level to be used at the interview stage.**  |
| Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness -** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** - Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** - Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** - Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** - Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **Working Conditions:**   |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
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| **Special Conditions:**  |
| A Basic DBS Check will be required |
| **Compiled by: Jayne Hellowell 10/06/2011, updated by Simon Baker 05/05/17****Updated by Chris Dickinson on 15/03/2023** | **Grade Assessment Date: Assessed 25 Feb 2014. Profile updated and benchmarked 05/05/17.****Profile reviewed and grade confirmed by Wendy Johnson & Mark Henderson June 2021** | **Post Grade: PO5** |