

## **CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE**

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| <b>DEPARTMENT:</b> Adult Social Care, Health and Housing | <b>SERVICE GROUP:</b> People Commissioning               |
| <b>POST TITLE:</b> Service Manager - Joint Commissioning | <b>REPORTS TO:</b> Head of Adult Strategic Commissioning |
| <b>GRADE:</b> Special C                                  | <b>SAP POSITION NUMBER:</b> 50160567                     |

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.

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.

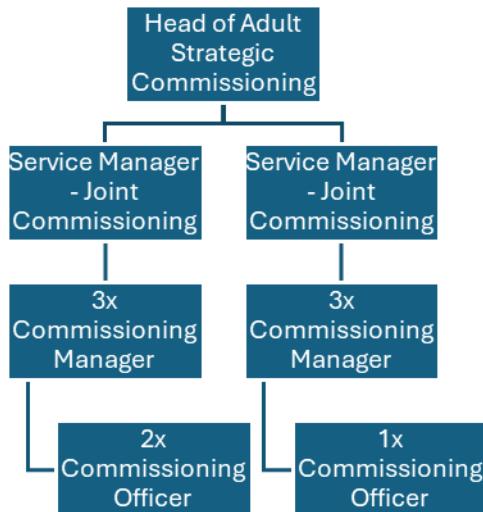
Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

| <b>Key Purpose of Post:</b>   |
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| 1. This is a joint commissioning post on behalf of City of Bradford Metropolitan District Council. The post will work in partnership with NHS Bradford, District and Craven ICB and other key commissioning stakeholders.   |
| 2. The post will lead the development and implementation of Commissioning Strategies and associated activities across social care & health for a specific lead area/portfolio supporting positive outcomes, high quality and value for money service provision and promoting personalisation, choice and control. |
| <b>Main Responsibilities of Post:</b>   |
| 1. Lead the commissioning of a comprehensive range of high quality, value for money, responsible and efficient services within allocated resources.   |
| 2. Work in partnership with all stakeholders including people who use services and carers, commissioner and provider colleagues, to plan and develop strategy and services that meet the needs of the population.   |
| 3. Strategic lead for delivery of related and agreed Health & Care System, regional or national programmes  |
| 4. Deliver intelligence and evidence based commissioning by utilising local regional and national data sources and working in partnership with performance and finance colleagues and with Public Health colleagues to inform service development and change.   |
| 5. Provide reports to a range of audiences including Bradford, District & Craven ICB  |

and Health & Care Partnership and and Local Authority strategic and governance boards, committees and groups, the health and social care overview and scrutiny committee, health and wellbeing board, regional and national bodies and internal reporting structures.

6. Ensure that the differing needs of the populations and the different objectives and priorities, approach and culture of the NHS and of the Local Authority are taken proper account of and reflected in the design, implementation and outcomes of service improvement projects.
7. Effective use of resources and budget management for the areas under the control of the post.
8. Responsible for analysing the available budget for each project/service area and for ensuring that any proposals for change take full account of the resources available.
9. Support the development of the market of care providers and wider community support in line with the Happy Health and at Home Strategy
10. Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility.
11. Analyse, interpret and present data to highlight issues, risks and support decision making.
12. Positive line management and of relevant commissioning staff.

## 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 |
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| Due to the Government's fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children's centres) – where the person is able to demonstrate that they can during the interview's a) can express themselves fluently and spontaneously, almost | x         |

## Competency Based Job Profile Senior Manager

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| effortlessly   |   |
| b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language   |   |
| Carries out the working practices, procedures and basic operations across the Adult Commissioning  | x |
| Uses specialist knowledge of health, safety and environmental policies , procedures and regulations, including risk in own area and/or across other areas of work. | x |
| Uses a range of specialist ICT systems across own work area and or across other areas of work.   | x |
| Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings.   | x |
| Uses, interprets, analyses and communicates complex information from a variety of sources.   | x |
| Specialist Knowledge of health and social care legislation and best practice in the area of Learning Disability needs.   | x |

| <b>Relevant experience requirement: Will be used in shortlisting</b>  |
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| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.                              |
| Significant knowledge of the working context and legislative context for Adult Social Care  |
| Significant knowledge of commissioning practices and the application of the cycle of commissioning.   |
| Significant experience of working in a commissioning or related role and managing individuals or teams of staff to deliver high value or complex commissioning or service development projects.                                   |
| Experience of working (or lived experience) in direct service user/client contact role or specific indirect service user experience (commissioning, contracting, inspection, engagement, management of direct delivery services). |
| Demonstrates delivery of significant commissioning projects.  |
| Experience of working across/with both Health and Social care organisations.  |
| Demonstrates partnership working.   |

| <b>Relevant professional qualifications requirement: Will be used in shortlisting</b>   |
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| Level 7 qualification or higher in a relevant discipline or similar evidence relevant to the skills and ability to do the job<br><br>(Master's degree, postgraduate certificate or diploma, or other Level 7 award) |

| <b>Core Employee competencies at manager level to be used at the interview stage.</b>  |
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| <b>Carries Out Performance Management</b> – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.   |
| <b>Communicates Effectively</b> - 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. |

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| <b>Carries Out Effective Decision Making</b> - 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.  |
| <b>Undertakes Structured Problem Solving Activity</b> - 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. |
| <b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

| <b>Management Competencies: to be used at the interview stage.</b>  |
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| <b>Operates with Strategic Awareness</b> Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.   |
| <b>Practices Appropriate Leadership</b> 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. |
| <b>Delivering Successful Performance</b> 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.                          |
| <b>Applying Project and Programme Management</b> 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.   |
| <b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.  |

| <b>Working Conditions:</b>   |
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| 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. |
| <b>Special Conditions:</b>   |
| A Basic DBS Check will be required   |

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| <b>Compiled by:</b> Jane Wood<br><br><b>Date:</b> June 2021<br><b>Updated:</b> November 2025 | <b>Grade Assessment Date:</b> 21/07/21<br><br><b>Karen Grave</b> | <b>Post Grade:</b> Sp C |
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