

## HEAD OF FUNCTION FOR ALL AGE COMMISSIONING INTEGRATED ADULTS AND SOCIAL CARE SERVICES

<p><b>Purpose:</b> Lead and manage the commissioning, contract management and quality assurance functions for children and families, older adults and people of working age, ensuring evidence based and outcome focused functions and solutions, within available resources.</p>			
Key Results Areas	Critical Success Factors	Skills, Know How and Experience	Competencies
<ul style="list-style-type: none"> <li>• Lead development and implementation of strategic commissioning approaches for older adults, education, children and families and adults of working age, aligned to ambitious and manageable portfolios of work in those areas.</li> <li>• Instigate and ensure best practice in analysis of need and demand and function review, utilising comprehensive performance and management information.</li> <li>• Lead and oversee the development of engagement and co-production to inform commissioning, optimising involvement of people with lived experience and stakeholders.</li> <li>• Instigate and promote outcomes focus and innovation in design of functions, in conjunction with operational functions in social care and education.</li> <li>• Build and sustain effective strategic partnerships with the NHS, housing, voluntary sector and other agencies in meeting strategic priorities and optimising investment</li> <li>• Oversee robust arrangements for contract management and monitoring which ensure service continuity, value for money, and identify and manage risk.</li> <li>• Develop and oversee comprehensive quality assurance of functions in children's and adult social care and education which ensure they are of the appropriate standard in accordance with legislation and best practice.</li> <li>• Manage and ensure timely, best value and good quality placements and support packages for adults and children, in conjunction with operational social care functions and implementing sufficiency strategy.</li> <li>• Establish and maintain appropriate and effective commissioning processes, in collaboration with professional and support functions across the council.</li> <li>• Ensure that members are informed and have the</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Best Value.</li> <li>• Continued strategic development of functions.</li> <li>• Development and maintenance of Partnership arrangements.</li> <li>• Compliance with council governance processes, procurement regulations, council's contract procedure rules and other legislation governing commissioning practice</li> <li>• Compliance with: -             <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Care Quality Commission Performance Assessment Framework</li> <li>• CAA.</li> </ul> </li> <li>• User satisfaction and meaningful participation and engagement of</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level education or equivalent significant experience.</li> <li>• Post graduate study or qualification in management or relevant discipline.</li> <li>• Experience of working with children or adults in need and vulnerable adults or children.</li> <li>• Senior management and budgetary experience.</li> <li>• Knowledge of the national and local agenda for care functions.</li> <li>• Experience of leading internal and external partnership working.</li> <li>• Experience of managing diverse multi-disciplinary teams.</li> <li>• Understanding of the political structure with committee decision making.</li> <li>• Experience of developing strategies and function design or commissioning.</li> <li>• Experience of building effective staff development and/or working relationships with trade unions.</li> </ul>	<ul style="list-style-type: none"> <li>• Self Awareness</li> <li>• Personal Effectiveness</li> <li>• Communication</li> <li>• Delivering Results</li> <li>• Joined up working</li> <li>• Improving delivery</li> <li>• Motivating teams and individuals</li> <li>• Managing Team and Individual Performance</li> <li>• Managing Diversity</li> <li>• Serving the Community</li> <li>• Developing Partnerships</li> <li>• Managing difficult conversations.</li> <li>• Political Awareness</li> <li>• Focusing on the Future</li> <li>• Building a shared vision</li> <li>• Facilitating Change</li> </ul>

<p>opportunity to comment on function changes through portfolio briefings.</p> <ul style="list-style-type: none"> <li>• Manage the staffing and budget resources of the All-Age Commissioning function, in accordance with budget setting and council policies and procedures.</li> <li>• Liaise with Trade Unions to manage the consultation and negotiations process in terms of implementing changing practices within the function area.</li> </ul>	<p>people with lived experience.</p> <ul style="list-style-type: none"> <li>• Member satisfaction.</li> <li>• Budgetary control.</li> <li>• Safeguarding vulnerable adults and children.</li> </ul>		
<p><b>Dimensions:</b> Commissioning has 62 employees; £5,180,764 net budget, and £55,342,832 net budget External Commissioned Services</p>			