

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Joint Commissioner	Grade:	PO4
Reports to (Designation):	Joint Commissioning Lead	Grade:	SMG 3/ Band 8c
Directorate:	Community Services	Section:	Joint Commissioning Unit

Main Purpose of the job:

To undertake work particular to, and required by, the Adult Integrated Commissioning Division, including project management, commissioning reviews, contract monitoring, developing service specifications and managing the associated procurement processes.

Project and programme management of change projects including commissioning and decommissioning workstreams across the health and social care economy of Lewisham.

Report to or run project boards responsible for the (re)commissioning or redesign of services, models of support and pathways for adults, using appropriate project management approaches, user involvement and partnership working.

To lead specific project work streams within the Commissioning area and participate in workstreams and projects in partner areas.

This post directly reports to one of the Assistant Directors of Adult Integrated Commissioning, but the post holder will be expected to work flexibly with a portfolio of work and to support the work of the whole service.

Support the Council and South-East London Integrated Care Board (SEL ICB) to achieve significant savings by achieving value for money and delivering innovative ways of achieving outcomes at lower cost.

To manage Contract Monitoring and Quality Assurance Officers and oversee robust, co-ordinated and targeted monitoring of services to track performance, quality and to promote improvement.

Summary of Responsibilities and Personal Duties:

1. Undertake delivery of commissioning projects, including planning, development, implementation, monitoring and review for service(s) / service areas, translating strategies and priorities into achievable plans and effective services.
2. Manage and deliver the different project work streams using task, project or programme management tools and techniques as appropriate to efficiently deliver work on budget, schedule and at high quality.
3. Co-ordinate project or topic working groups, ensuring they are managed effectively, reporting to senior officers in the Council or NHS and Councillors.
4. To ensure that appropriate Impact Assessments (Equalities and Quality) are undertaken where any project relates to service change, identifying inequalities, proposing mitigations and ensuring changes are made.
5. To prepare reports for project or governance boards, such as the Adult Joint Strategic Commissioning Board, Learning Disability Executive and Board, Statutory Committees, SEL ICB Governance Boards and others as required.
6. To research, analyse and produce information, market / benchmark research, reports and statistical data as required.
7. Ensure that information/ data from projects and other analyses are fed into other health and social care information systems, and that such systems are used to monitor the quality and performance of services.
8. Work in partnership and alignment with other projects, processes and policies linked to the work of the Adult Integrated Commissioning Division. Where required, update or adapt project plans to reflect and incorporate their implications and identify, manage and escalate risks and issues to projects from the work of partners.
9. To manage the link with Procurement and Legal to ensure good practice procurement and contracting that meets the Council and SEL ICB's financial, legal and delegated authority requirements.
10. Actively manage supplier relationships to enable effective joint working, influence improvements and develop markets of new and existing service types for health and care services, particularly to deliver the personalisation of care and to mainstream purchasing of care through personal budgets.
11. Co-ordinate effective arrangements for service user, carer and voluntary sector consultation, engagement, co-design and co-production with representation from across the community.
12. Generally manage stakeholder communications, developing effective working relationships with service users, their families and representatives, key stakeholder groups both in and outside the Council, SEL ICB and their partners.

13. To provide support, assistance and cover to other parts of the Adult Integrated Commissioning Division as required.

Number of fully managed staff:

Title:	Grade	No of posts
Contracts and Quality Assurance Officers	PO1	3

Number of partially managed staff:

Title:	Grade	No of posts
--------	-------	-------------

None

Internal Contacts:

Include Supporting People Team; the wider Adult Integrated Commissioning Division; Social Work officers, including brokers; Adult Social care Management Team; Council provided services; London Borough of Lewisham Finance, Procurement and Legal teams; Children and Young People's Directorate, Housing colleagues

External Contacts:

Include not-for-profit and private provider organisations; advocacy and user groups; SEL ICB and other NHS commissioner and support officers; NHS provider services;

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

PERSON SPECIFICATION

JOB TITLE: Joint Commissioner

POST NO:

DEPARTMENT: Community Services

GRADE: PO4

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities		
1. Commitment to implement the Council's Equal Opportunities policies.		
2. Awareness of Equal Opportunities issues in relation to service commissioning and delivery		S1
Aptitude		
3. Ability to think strategically		
4. Creative problem solving		
Skills		
5. IT competence in a range of programmes (e.g. excel, word)		T
6. Strong influencing and negotiation skills		
7. Excellent written and verbal communication		S6
8. Procurement and contract writing		S
9. Budget management and financial planning		S
10. Service improvement including developing processes / pathways		S
Experience		
11. Of formal or informal project or change management on time and within budget		S2
12. Mapping activities, timescales and risks to deliver projects		
13. Supporting user involvement in decision making or service development		S3
14. Presenting information appropriate to a range of audiences		T
15. Of the collation, analysis and presentation of complex data		S4
16. Of managing and interpreting complex financial information		T
17. Carrying out consultation with a range of people and organisations/ functions		

Professional Qualification(s)	
18. Educated to degree standard or equivalent	S5
Knowledge	
19. Of social care/ service outcomes for people with a learning disability or other devalued and disadvantaged group	S7
20. Of general legislation and good practice affecting statutory service commissioning	S8
Personal qualities	
21. To be focussed on 'doing' and delivery	
22. To manage own workload and priorities	
23. To be committed to 'getting the job done'	
Special Requirements	
24. Travel independently across the borough	
25. Work in non accessible buildings, particularly service locations	
26. Attend evening meetings, and work early mornings, if required	
27. Able to use computer, telephone, and read correspondence	

Generally candidates must meet standard Lewisham requirements for the post