

MEDWAY COUNCIL - JOB PROFILE

Job Description

Job Title	Senior Partnership Commissioner
Directorate	PEOPLE: Children and Adults
Division	Public Health
Range	MPR 6
Reports to	Programme Lead, Commissioning

Main purpose of job

Lead and support the development and delivery of an integrated health and social care commissioning strategy that is rooted in outcome focused solutions that will support Medway Council and NHS Kent & Medway Integrated Care Board achieve their strategic and overarching objectives.

Lead on commissioning and contract management for service areas provision, adhering to relevant legislation, guidance, and national and local strategies, including Medway's 'Joint Local Health & Wellbeing Strategy'. It will meet the standards set out in the [Integrated Commissioning for Better Outcomes](#) framework.

Placing the service user at the heart of the decision-making process, create integrated pathways to services and facilitate seamless transition of people between services.

The role will involve liaising with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and Outcomes

Lead on a range of activities that form part of the commissioning cycle and undertake proactive planning to alleviate pressure on acute services and address gaps in provision, ensuring service sufficiency. This will include ensuring costs savings will be delivered alongside effective risk management, service improvement, and embedding of good practice and working within the legislative framework that underpins public service provision to maximise opportunities to protect and promote health and wellbeing.

Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching.

Develop the provision of high-quality community-based services, business cases and reports, service specifications, analyses of need, demand, spend, and performance data, ensuring compliance with statutory legislation and practice requirements, including mandatory training.

Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity and work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities and adhering to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards.

Work in partnership with other agencies to share learning and good practice and maximise opportunities for collaborative commissioning, contributing to the development of integrated and whole system pathways and operating within the decision making, administrative and reporting processes that support political and democratic systems.

Ensure that all commissioning activity is carried out in accordance with legislation, national guidelines, Kent and Medway ICB and Medway Council's policy and procedures, and is applied using the principles of good practice including ethics and probity and take account of safeguarding policy and standards.

Analyse needs, markets and spend, plan and develop category and/or commissioning approaches, design and deliver saving plans and report annually on progress towards achieving better and cheaper outcomes.

Prepare and produce accurate and timely management information, including ensuring compliance with relevant procedures for governance, risk and control, including assuring the quality of all required information for the governance structure.

At the discretion of the line manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation

This role reports to the Programme Lead, Commissioning

The post holder will have line management responsibility and will be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person Specification

All criteria at Level A are considered essential unless stated otherwise.

Qualifications

Level A

- Educated to degree level (or equivalent), in relevant discipline.

Level B (in addition)

- Evidence of CPD.

Level C (in addition)

- Evidence of CPD.

Knowledge

Level A

- Knowledge of the full range of procedures, policies and concepts involved in the role
- Knows how to undertake work of a complex nature, which requires advanced/high level knowledge of policies, procedures and best practice in their own and related areas, as required.
- Is proactive in keeping abreast of developments in their area of work, sharing best practice and learning.

Level B (in addition)

- Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation.
- Knowledge of health and social care policies, procedures and local authority/public sector regulations and inspection regimes, specialist knowledge of commissioning area.
- Effectively undertakes complex work such as service review, evaluation, analyses, and report writing relating to different functions of commissioning.
- Is proactive in undertaking and sharing professional development to keep up to date with all key changes in his/her field and develop themselves.
- Understanding of procurement legislation and public sector purchasing procedures.

Level C (in addition)

- A developed understanding of designing and delivering projects that specify, procure, and evaluate health and social care services against a defined set of outcomes.
- Developed knowledge of working with and through policies and strategies to improve commissioning outcomes.
- Uses knowledge to contribute to the development of improved services/policies/procedures.
- A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services

Experience

Level A

- Demonstrable experience of working in commissioning and contract management in a health or social care setting or other area relevant to the role.
- Experience of inter-agency working with broad range of statutory and non-statutory organisations.
- Strong commercial acumen and excellent financial management skills relevant to the realm of social care and health and ability to identify and achieve savings.
- Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.
- Experience of dealing with difficult issues and resolving conflict that may arise from time to time with external contractors, staff and/or service users in a calm and constructive way.
- Experience and successful track record in managing and motivating a team to deliver outcomes focused approaches to public health that deliver intended objectives, savings and performance targets

Level B (in addition)

- Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities.
- Experience of building alliances and partnerships to plan and implement programmes and services that share goals and priorities. ([PHSKF B2.2](#))
- Experience of evaluating partnerships and addressing barriers to successful collaboration.
- Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning.

Level C (in addition)

- Experience of conducting formal project evaluations and/or research projects.
- Ability to develop long and short-term plans which align to the wider service plan and demonstrable experience of setting clear boundaries for responsibility to ensure individual development is linked to this.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook.
- Promote ethical practice with an understanding of the ethical dilemmas that might be faced in a commissioning environment.

- Can analyse and interpret complex technical, procedural, or specialist information and compose correspondence and reports, using technology as required.
- Identify data needs and obtain, verify, and organise that data and information. Manage data and information in compliance with policy and protocol.
- Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation.
- Predict future data needs and develop data capture methods to obtain it.
- Quality assure and audit services and interventions to control risks and improve their quality and effectiveness.
- Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way.
- Clear and effective communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. Ability to work with comms team for the purpose of creating and conveying media messages to manage public perception.
- Advocate commissioning principles and action to deliver improved health outcomes.
- Facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals.
- Act with integrity, consistency and purpose, and continues own personal development.
- Engage stakeholders, (including service users), in service design and development, to deliver accessible and equitable person-centred services.
- Specify and agree service requirements and measurable performance indicators to ensure quality provision and delivery of desired outcomes.
- Adapt to change, manage uncertainty, solve problems, and align clear goals with lines of accountability in complex and unpredictable environments.
- Possess, and display, high levels of autonomy and initiative.
- Manage programme/project schedule(s), resource, budget and scope, accommodating changes with a robust change control process. This includes skills in project planning, execution and evaluation.

Level B (in addition)

- Identify and apply ethical frameworks when faced with difficult decisions when promoting the public's health and reduced inequalities.
- Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities.
- Mitigate risks using different approaches such as legislation, licensing, policy, education, fiscal measures.
- Access and appraise evidence gained through systematic methods and through engagement with the wider research community.
- Set commissioning priorities, balancing needs with the evidence base and the economic case for investment

- Able to engage others, build relationships, manage conflict, encourage contribution and sustain commitment to deliver shared objectives.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diverse range of audiences using different methods.
- To demonstrate awareness of and sensitivity to cultural subtleties when working with diverse communities
- Apply the principles of social marketing and/or behavioural science to reach specific groups and communities with enabling information and ideas.
- Scope programmes/projects stating the case for investment, the aims, objectives and milestones.
- Prioritise, align and deploy resources towards clear strategic goals and objectives.

Level C (in addition)

- Apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness.
- Appraise new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services.
- Assess the impact and benefits of services, associated policies and strategies, on the public's health and health inequalities.
- Monitor and report on the progress and outcomes of strategy and policy implementation, making recommendations for improvement.
- Work to understand, and help others understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities.
- Consult and listen to individuals, groups, and communities likely to be affected by new services or a change to existing services.
- Respond constructively to political and other tensions while encouraging a focus on the interests of service users.
- Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks