

## Job Description

Job title	< Partnership Commissioning Programme Lead, Market Shaping and Provider Engagement
Directorate	PEOPLE : Children and Adults
Division	< Adults Partnership Commissioning >
Range	MPR 7
Reports to	Head of Service

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**Main purpose of the job:** Lead on bespoke areas of commissioning, that deliver the aims and outcomes of Adult Social Care and the Kent and Medway NHS, as directed by the Head of Service.

To take responsibility for the development, implementation, and delivery of national, regional adult social care and health policies, developing inter-agency and interdisciplinary strategic plans and programmes for delivery against key targets.

The post holder will provide leadership and manage commissioning personnel, working closely with providers of adult social care services and those facilitating safe discharges from hospital.

They will have responsibility for delivering the service plan targets and priorities and supporting the Adults Partnership Commissioning Head of Service to achieve strategic aims and ambitions to deliver person centred, outcome focussed services.

Act as the single accountable body in respect of all commissioning for the Portfolio area. This will involve overseeing the planning, development and implementation of relevant programmes of work and ensuring they are delivered in accordance with the required outcomes, performance targets, and measurable savings which will include the effective management of risk.

This will require a wide range of strategic work and liaising with key partners and stakeholders in a way that promotes the [vision and values](#) of the Council. Work within the professional and ethical boundaries while commissioning service that meet the Care Act requirements, promoting population health and wellbeing, and addressing health inequalities

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### Accountabilities and outcomes:

Work within the professional and ethical boundaries while commissioning service that meet the Care Act requirements, promoting population health and wellbeing, and addressing health inequalities

Commitment to equality and diversity; identifying strategies to deliver equitable and fair commissioned services for users and employees, challenging discriminatory practices and actively managing and promoting diversity.

Manage and motivate a team of commissioning professionals to deliver successful projects and programmes that provide care and support for our residents which contributes to the improvement of the health and wellbeing of residents.

Influence internal and external stakeholders to support commissioning activity whilst encouraging all partners to make health and wellbeing their business.

Support the Head of Service to deliver the yearly Adults Partnership Commissioning Service Plan, ensuring performance targets are set annually and operate within budget, identifying financial risks and opportunities for the service.

Act as the single accountable body in respect of all commissioning for the Portfolio area. This will involve overseeing the planning, development and implementation of relevant programmes of work and ensuring they are delivered in accordance with the required outcomes, performance targets, and measurable savings which will include the effective management of risk.

Manage, motivate and support staff members to deliver professional duties and ensure high standards of service delivery and safeguarding practices are being embedded.

Work in partnership with other agencies to share the learning and good practice and maximise opportunities for collaborative commissioning. Contribute to the development of integrated and whole system pathways being developed

### 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.

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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 Head of Service.

The post holder will have line management responsibility.

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.

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### Person Specification

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

#### Qualifications

Level A

Evidence of continued professional development as relevant to a senior lead in social care and health commissioning.

In addition:

Professional Qualification:

- Educated to degree level in related discipline.
- Programme management accredited qualification such as Prince 2 foundation Level

Or

Professional Experience

- Relevant work experience gained in a similar role (minimum of 5 years).
- Good general level of education (minimum of 2 A levels, or equivalent Level 3 qualification)

Level B (in addition to A)

Completion of Procurement Act 2023 Practitioner Training.

Level C (in addition to A & B)

Evidence of ongoing professional Development.

#### Knowledge

Level A

Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding

A good awareness of the One Medway Council Plan.

Comprehensive understanding and knowledge of the Care Act, NHS Plans and relevant social care strategies and plans.

Comprehensive and evidential knowledge of the theory and research that underpins procurement work within Adult Social Care.

Extensive knowledge of commissioning, contract management and project management.

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### Level B (in addition)

Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.

Comprehensive knowledge and understanding of issues faced by families with social care needs.

Comprehensive knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse.

An understanding of Local Authority complaints and FOI procedures.

An understanding of Local Authority financial procedures and regulations.

Up to date knowledge and understanding of changes to legislation and practices across the Health and Social Care Sectors.

A good understanding of quality assurance processes and systems.

### Level C (in addition)

An excellent understanding of corporate values and priorities and the responsibilities of the Head of Service and senior leadership teams. which includes embedded these values and priorities in the team's work.

Detailed understanding of procurement legislation, governance and the operation of social care and health systems.

Detailed knowledge and understanding of the range of organisations and individuals working with adults and families.

Detailed knowledge of relevant portfolio as a specialism within the APC Team

Strategic commissioning and system knowledge

## Experience

### Level A

Advanced and effective communication skills, including oral, written, presentation, briefing and influencing others tailored to meet the needs of a wide range of audiences and stakeholders.

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Substantial experience of direct working with senior leaders across the health and social care sector.

Experience of managing commissioning and procurement processes in relation to services that support vulnerable adults and families.

Substantial level of project management experience within a relevant setting.

Experienced in motivating and managing staff

Experienced in developing partnership and coproduction working with other professionals, liaising with other service providers and outside partner agencies including regulatory bodies.

Experience of effective financial management and forecasting within a limited budget and of contributing to wider financial decisions impacting on the service.

Demonstrable experience of reviewing incidents and complaints and adapting services as required.

Experience in leading multi-agency meetings.

Experience in undertaking recruitment and selection using safer recruitment guidance.

### Level B (in addition)

Experienced in contributing to quality assurance processes.

Significant experience of dealing with a diverse range of complex situations while prioritising the well-being of staff and service users.

Demonstrable experience in responding to complaints and FOI requests in a timely manner.

Experience of working within internal policies and procedures and statutory responsibilities.

### Level C (in addition)

Experience of managing high cost or high-risk commissioning and procurement processes.

Experience of supporting Inspections e.g. CQC inspection,

Experienced in providing advice and guidance on established internal policy and/or external regulations/legislation.

Experienced in reviewing and contributing to the development of policies and supporting procedures.

Contributes toward progress by leading their programme area at regional boards and groups, as a representative for Medway, with the skills to develop their area.

Experience of deputising for Head of Service, Assistant Director or Director, at a regional and national level when requested.

## Skills

### Level A

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Proficient in the use of Microsoft Word, Excel, Teams and Outlook and willingness to learn other council packages as required.

Ability to travel as required to attend meetings or events at different sites in Medway and beyond.

Ability to lead, motivate and encourage other employees providing direction, monitoring progress and empowering employees to achieve objectives.

Able to deal effectively with emergency situations.

Can analyse and interpret complex information and situations. Develop solutions and plans for the medium term.

Adopts an imaginative and innovative approach.

Uses highly developed communication skills to present complex / sensitive information in an understandable way, to a range of audiences with an awareness of alternative forms of communications.

Works independently within defined procedures, and can work outside of procedures, making decisions without referring to manager where necessary.

Ability to appreciate and respond to the diverse, ethnic, cultural, and spiritual needs of families in Medway.

### Level B (in addition)

Able to demonstrate good leadership and decision-making skills, including supervision.

Provide training around specific areas to staff and the wider team.

Able to share knowledge and understanding of issues for adults and families who receive health and social care services.

Able to maintain professional boundaries and to ensure staff do likewise.

Able to demonstrate resilience in challenging situations.

### Level C (in addition)

Able to spot and implement opportunities for improving situations or services

Skilled in leadership and can motivate and encourage staff to deliver quality outcomes

Proven ability to deputise for Senior Managers undertaking some key roles and strategic planning, as appropriate.

Strategic focus and the ability to link activities to key service and corporate ambitions.

Can think on their feet in rapidly changing environments

Seeks opportunities to develop others

Able to achieve results in a quality, timely, and cost-effective way

Sees priorities, plans the efficient use of resources, and monitors progress against objectives

Formulates alternative means of achieving objectives

## **Medway Council Job Profile**

Responds effectively to unforeseen events

Sets high but achievable standards for self and others

Is inspiring and acts as an excellent role model for others

Enthusiastic and committed to improving personal performance levels