

## JOB DESCRIPTION

<b>Job Title</b>	Strategic Commissioning and Systems Development Lead
<b>Service/Section</b>	Integrated Commissioning
<b>Grade</b>	PO6 / Band 7
<b>Directorate</b>	Health and Adult Services (RBG) / Children's Services (RBG) and NHS South East London (ICB)

### Introduction

The Royal Borough of Greenwich Council and the South East London Integrated Care Board have come together to create an integrated approach to commissioning services within Greenwich, this postholder has a key role in implementing this new approach.

### Equality and Diversity

RBG/ICB are committed to providing services and employment to a community with an increasing variety of backgrounds. To do this effectively it is essential that we promote equality, equity and pro-actively tackle discrimination and treat everyone with dignity and respect.

### Disability Confident Employer

We are a Disability Confident Employer and support the guaranteed interview scheme and use of the Government's Access to Work Scheme.

We welcome applications from all sections of our community including from people with lived experience and/or knowledge of disability or social exclusion.

### 1. Job Purpose

Manages up to 6 directly managed staff.

To be responsible to the Head of Integrated Commissioning and Systems Development or Associate Director of Integrated Commissioning & System Development (Early Help, Social Care and Personalised Commissioning).



The Postholder will be responsible for:

- I. Developing and implementing our integrated commissioning approach across the Council and the NHS, which enables strong partnerships and high-quality services that support Greenwich people to lead healthy, fulfilling and independent lives.
- II. Supporting colleagues through partnership and co-production, continued design and implementation of our integrated commissioning framework for adult/children's services that incorporates appropriate governance structures, and which supports an integrated, outcome focused approach to health and social care.
- III. Working collaboratively with the market, residents and colleagues across the system to implement transformational change through commissioning for outcomes, including further integration of health, care and other forms of support.
- IV. The Strategic Commissioning and System Development Lead will have responsibility for delivering all commissioning activities in high value projects and will be accountable for the activities of the officers they manage.

## 2. Main Duties

1. To be the strategic commissioning and system development lead for services for adults/children, with the direct responsibility for strategic management, you will be aligned to one of the following commissioning functions:
  - Home First incl Home Care - Adults
  - Ageing Well, incl Accommodation Based Care - Adults
  - Early Help, incl Carers/Integrated Community Equipment Services/Assistive Technology Enabled Care - Adults
  - Learning Disability Partnerships - Adults
  - Mental Health and Complex Care inc Physical Disabilities – Partnerships - Adults Transitions and Autism, Across Children's and Adults
  - Prevention and Maternity - Children
  - Social Care - Children
  - SEND - Children
  - Mental Health and Emotional Wellbeing - Children.

## Policy, Service Development, Transformation and Re-design

2. To be the nominated lead on specific policy areas and ensure strategic development.

3. To be accountable to the Head of Service (HoS) or Associate Director and responsible for the development of strategic commissioning action plans in line with our commissioning approach for the borough.
4. Interpret and apply legislation, guidance, local and national priorities to inform the development of plans and strategies and advise colleagues, partners and senior managers; make informed commissioning decisions that are good value for money, address local need and outcomes and deliver local priorities.
5. To work collaboratively with partners and residents to develop outcome focused strategies and service specifications with clear priorities and targets for achievement that support strategic development.
6. To work with other teams and partners to lead and manage time-limited projects as required, for example, transformation projects and procurements.
7. To work collaboratively with people in Greenwich to plan and support the implementation of transformational pieces of work, including the commissioning of services in response to various reforms across children and/or adult services.

### **Financial and Physical Resources**

8. Be responsible for financial planning and budget areas across the Council and NHS relating to key client groups and services.
9. To review and make effective interventions where there are known financial and budgetary issues.
10. Identify and implement opportunities for better use of public sector resources across organisational budgets.
11. Assure the Council and ICB achieve efficient services and value for money across all commissioned services.

### **Collaboration, Communities and Relationships**

12. Develop relationships and work collaboratively with stakeholders such as colleagues in care management, public health, and service user groups to ensure their engagement in service development.
13. Co-produce and facilitate stakeholder forums and ensure that the forum decisions influence service improvement and lead on ensuring that their concerns are escalated to the relevant senior managers when needed.
14. To establish collaborative relationships with providers and establish networks including provider forums which are managed effectively to implement change and deliver outcomes for Greenwich residents.

### **Insight and Planning**

15. By mapping and reviewing service provision and developing good business relationships with providers in the market, develop an understanding of provider strengths and weakness and identify opportunities for improvement also using best practice.
16. Responsible for developing a strategic level understanding of local demand and future trends and developments in the needs of the population, using a range of techniques, including interpretation of data, focus groups with service users and providers and desk top research.
17. Be responsible for the collation of data, interpreting trends in demand and underperformance of providers and produce performance reports.
18. To work with service users, to put in place mechanisms that ensure their feedback is a key aspect of monitoring and that users are engaged with commissioning, influencing delivery and future planning.

### **Innovation, Quality and Performance Improvement**

19. To be responsible for service and contract management and performance of a specific range of business and operational services, that support the delivery of the Council and ICB's statutory duties, promoting well-being, independence and choice.
20. Promote with partners and existing services, innovation and a continuous improvement approach with existing partners or services.
21. In line with our commissioning approach, work collaboratively with providers to trial innovation through working with them to identify and mitigate risk, and evaluate the impact.
22. Co-produce with providers, performance measures and agree the review process. And using timely data work with them to evidence strengths and develop action plans for improvement or to accommodate change where required.
23. To develop strategic borough and service specific plans with partners where services do not meet minimum quality standards and develop contingency plans.
24. To continuously adapt services and improve outcomes through working with residents to scrutinise and problem solve, reflect and evaluate current provision.
25. To implement quality management and the development of quality characteristics which guide how services will be provided.

### **Setting Staff up for Success**

26. To support the Integrated Commissioning Directors, Associate Directors, and the Heads of Service to drive change through providing inspired consistent and effective leadership.

27. Using the commissioning competency foundations tool kit, effectively manage and support all staff under their management to optimise their impact on delivery, and present value for money.
28. The post holder will be expected to participate in ongoing professional development using the competency foundations tool kit, to optimise their impact on delivery, and present value for money.
29. Develop the internal and provider workforce through effectively leading, managing and influencing.
30. This post requires an Enhanced DBS with adults or children's barred list (dependent on the role) and will be supported by Safer Recruitment tools.
31. To undertake any other work appropriate to the level and general nature of the post's duties.

### Person Specification

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**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent professional qualification or management experience or Knowledge acquired through experience or training.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good knowledge of health/care system, policy, priorities and practice along with experience of its implementation gained in a health, care or local authority setting.</li> </ul>	E

<ul style="list-style-type: none"> <li>• Good knowledge of service design, behavioural science and transformation tools and strategies that drive improved outcomes for people.</li> <li>• Thorough knowledge of legislation relevant to the role, which may include the Children Act 1989, the Health and Care Act 2022, the Care Act 2014, the Children’s and Families Act 2017, and the Mental Health Act 1983, Deprivation of Liberties, statutory regulations and government guidance, and standards relevant to planning, commissioning, procuring, safeguarding and quality assurance. This includes familiarity with regulations governing services for adults and/or children and young people.</li> <li>• Sound awareness of the needs of vulnerable residents.</li> </ul>	<p>E</p> <p>D</p> <p>E</p>
<p><b>Skills and Abilities</b></p>	
<ul style="list-style-type: none"> <li>• Ability to understand and interpret a range of qualitative and quantitative data, including financial information.</li> <li>• Ability to manage knowledge and lead on the assessment of need, identify gaps and forecast demand.</li> <li>• Ability to develop and manage projects and programmes which are outcome focused and stakeholder led.</li> <li>• Ability to communicate effectively and accurately at all levels, including ability to write reports, business cases, briefings, and present information clearly in meetings and events.</li> <li>• Excellent interpersonal, negotiation and influencing skills to effectively engage a wide range of internal and external stakeholders across the system and maintain credibility and the confidence of colleagues.</li> <li>• Ability to adopt a systems leadership behaviour and implement these values across a complex health and care system to influence and effect system change.</li> <li>• Ability to work collaboratively with partners, and residents in the implementation of transformational design/re-design (with or without procurement routes).</li> <li>• Ability to develop strategies to acquire market intelligence and use this to stimulate the market through prioritising needs and resources, and enable the development of a thriving, stable market including micro-markets.</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>

<ul style="list-style-type: none"> <li>• Ability to manage the development of a diverse, sustainable market maximising value for money including understanding of wider strategic issues such as workforce development.</li> <li>• Ability to lead and enable innovation and continuous improvement through learning from the evaluation of outcomes collected through co-production.</li> </ul>	<p>D</p> <p>D</p>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of managing political sensitivities and supporting change.</li> <li>• Significant experience of the health or care sector at a senior level including experience of service management or commissioning, staff management and performance monitoring.</li> <li>• Experience of managing teams of professional and/or specialist staff within a performance management culture.</li> <li>• Experience of inter-agency and collaborative working across organisational boundaries at all levels and with different professional groups.</li> <li>• Experience of enabling the co-production of innovative outcomes with people we support, their family and neighbourhood.</li> <li>• Experience of managing the reviewing of current service and demand, flow and pathways and undertaking gap analysis.</li> <li>• Experience of contributing to highly complex transformational change programmes and associated projects, which includes business case development.</li> <li>• Demonstrable experience of effectively managing, influencing and developing the internal and provider workforce. Including them through risk mitigation to trial innovations.</li> <li>• Experience of supporting the sustainability of the market in Greenwich including ensuring quality, and a suitably skilled workforce</li> <li>• Experience of working with providers to successfully deliver provision through effective performance management and being involved addressing poor performance and decommissioning services.</li> <li>• Experience of contributing to the recruitment and retention and career development of RBG /ICB and provider workforces.</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

Equal Opportunities	
<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Council's and ICB equal opportunities policies and ability to put them into practice in the context of this post.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Understanding of and commitment to achieving the Council and ICB staff values and ability to put them into practice in the context of this post.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Understanding of and commitment to tackling structural racism.</li> </ul>	E