

Leeds City Council

Job Description and Person Specification

Job Title: Chief Officer Commissioning **Date:** Aug 2015

Accountable to: Director of Adult Social Services **Grade:** Dir 85%

Job Purpose:

Working as part of the Best Council leadership team, you will live and model values and behaviours to help us to achieve our ambition to become the best city council in the country, and the best city in the UK.

The Chief Officer Commissioning is specifically strategically and operationally accountable for Strategic Commissioning, Joint and Integrated Commissioning functions, comprising of Analysis of Need, Service Design, Strategic Partnering, Procurement, Contracting, Quality and Performance Assurance, Enterprise, Market oversight and Partnership Development. The Chief Officer of Commissioning will work closely with the Director of Access and Care Delivery on safeguarding issues, with a key role around safeguarding issues in commissioned services.

Key accountabilities:

General

- Person centred in your ideas, language and actions, constantly striving to improve through outcomes for older people and vulnerable adults in Leeds
- Enhance public and private sector relationships to help to bring the city together
- Provide strategic leadership on behalf of Adult Social Care Services in bringing together joint commissioning and shared resources with partners in the city, particularly the NHS
- Develop the role of the service to facilitate the directorate's multi agency approach and to ensure the effective co-ordination of resources (financial, human, physical or other) which support a whole service approach centred around the social care needs of adults and their families, especially those who are most vulnerable
- Knowledge and experience of performance management and project management methodology such as Outcome Based Accountability
- Lead by example, fostering effective joint working and build teams which deliver outcomes. Provide professional direction and support to immediate line reports creating an organisational climate of learning and continuous improvement so that services improve outcomes for all and are organised around older people, vulnerable adults and their family needs.
- Positively and effectively lead, shape and influence the service to attain the Better Lives vision and goals, actively promote council and partnership values and the ambition to become the best city

- Build strong and dynamic relationships and trust with politicians, partners, stakeholders, older people and vulnerable adults, their families, communities and external agencies to enhance profile and reputation
- Anticipate emerging issues / changing context and develop strategies quickly to solve problems or seize opportunities
- Identify links between societal and economic trends, stakeholder concerns, the policy agenda, and service issues
- Ensure that all services are fit for purpose, provide value for money, and attain inspection ratings that are good or outstanding where required
- Overall responsibility for effective performance management and compliance with systems to ensure increased productivity, quality assurance, risk management and audit which focus on improving outcomes for older people and vulnerable adults
- Deputise for the Director / represent the directorate, as required, on all matters relating to the leadership, management, and development of services to older people and vulnerable adults

Specific

- Act as the Director's nominee for the hosting of integrated, joint and lead commissioning initiatives and all pooled fund arrangements under S75 and 256 of the Health Act 2006
- Ensure that all services are fit for purpose, provide value for money, improve outcomes and deliver high quality services to the people of Leeds
- Set and deliver transformational goals within broad perspectives and long term guidelines within Strategic Commissioning
- To ensure the development of market capacity to enable the achievement of service strategies
- To be accountable for safeguarding issues in commissioned services, working in close collaboration with the Chief Officer Access and Care Delivery
- To be the principal advisor on strategic commissioning service provision related matters for the Council's Elected Members and senior officers
- Ensure compliance with all relevant Legislation and Council policies and procedures within Strategic Commissioning
- Ensure the development of a fit for purpose workforce development strategy for the sector
- Develop new and collaborative service delivery pathways

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of assessment [Application/Interview/Test/Other]
1. Degree and post graduate qualification	*	Application form and verification
2. Membership of relevant professional bodies and evidence of on-going Personal Development	*	Application form and verification
3. Management qualification		Application form and verification
4. Extensive successful leadership experience at a senior level within Adults Social Services or relevant environment including experience of change management, resource management	*	Application and Interview
5. Demonstrate drive, energy, resilience and self-management skills as well as integrity, openness and awareness of others	*	Interview
6. Experience of working in a multi- agency environment and forging and driving successful partnerships	*	Interview
7. Experience of having implemented strategies leading to successful outcomes for vulnerable adults	*	Interview
8. Experience of leading, managing, engaging and developing a large multi-disciplinary and geographically dispersed workforce	*	Interview
9. Demonstrates understanding of inspection regimes and evaluation frameworks pertinent to adults social services and has experience of delivering successful outcomes	*	Interview
10. Knowledge of current local and national issues impacting upon the service and can demonstrate a clear linkage with the needs of the vulnerable adults throughout the City.	*	Assessment / Interview
11. Evidence of having provided direction and support to individuals and teams promoting a 'can do' attitude and an environment of continuous improvement	*	Interview
12. Demonstrate ability to make difficult decisions and be held accountable, and be comfortable managing targets and outputs.	*	Assessment / Interview
13. Ability to find and implement creative and innovative solutions to complex strategic problems	*	Assessment / Interview
14. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships	*	Assessment / Interview

15. Demonstrate an understanding of the Better Lives concepts and the voice and influence of vulnerable adults to underpin this.	*	Assessment / Interview
16. Understanding/experience of using outcomes based accountability methodology to drive service improvement.	*	Application /Interview

Core Competencies – all of the following are essential	Method of assessment [Application/Interview/test]
<u>Working as a Team for Leeds</u> Provide leadership and team working skills including the ability to work with and through others, implements corporate decisions with energy and vigour	Application / Assessment / Interview
<u>Being Open, Honest and trusted</u> Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice	Application / assessment / Interview
<u>Working with Communities</u> Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment	Application /assessment / Interview
<u>Treating People Fairly</u> Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens	Application /assessment / Interview
<u>Spending Money Wisely</u> Sets high expectations of achievement across a range of strategic outcomes; actively seeks out opportunities to improve delivery of services through partnership and feedback from service users	Application /assessment / Interview

Whilst these competencies may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate they meet all of our competencies.

Equal Opportunities: Equal opportunities in the council is about making sure that everyone can fully join in the social, cultural, political and economic life of the city.

The City Council is committed to its value of Treating People Fairly, this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health and Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values.

As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here".

We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

Physical Conditions

The post holder will initially be based at the directorate's headquarters in Enterprise House in the centre of Leeds, however the post-holder may be required as part of their duties to work in other locations throughout the city to effectively deliver their duties.

Leeds City Council has a no smoking policy.

Relationships:

The post holder will be required to maintain effective relationships with staff at all levels within the Directorate and across the Council, Elected Members, external agencies, partners, children and young people, and the general public.

Job Description Prepared / Reviewed by:

Name: Cath Roff

Designation : Director of Adult Social Services

Date: Aug 2015

Job Description Approved by: Human Resources

Name: Carol Gill

Designation: Head of HR – Adult Social Care

Date: Aug 2015