

Role Specification

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Job title: Deputy Director-Integrated Commissioning

Date: January 2023

Job Purpose The Deputy Director of Integrated Commissioning will provide strategic leadership on providing advice and expertise to decision makers across the Council. Working with key partners at national, regional and local level the Deputy Director, Integrated Commissioning will champion the initiatives within the organisation and will support the delivery of real change across the city. With an emphasis on strong leadership, this role operates within the context of the Vision for Leeds, the Best Council Plan and the city's broader strategic objectives. This post is accountable to both Leeds City Council's Adults and Health Leadership Team and the integrated Care Board (ICB) in Leeds.

The post will work with partners, for example all NHS organisations in Leeds and local communities to ensure that every person in Leeds has the opportunity to have a healthy and fulfilling life. The Deputy Director Integrated Commissioning is jointly and directly responsible for ensuring there is a clinically-led coherent and comprehensive commissioning strategy in support of the Health and Wellbeing Board Priorities, the Better Lives Strategy and the associated business plans to shape services based on citizen voice, citizens choice, quality, safety, parity of esteem and access supporting local, regional and national requirements, governance arrangements, standards and priorities.

The post holder will have direct responsibility for the following Leeds City Council commissioning functions:

- All adult social care commissioning
 - Adult social care contract compliance and quality improvement and quality assurance functions relating to all the commissioned services
 - Commissioning of Housing-related support services
 - Commissioning of Public Health services including Sexual health services; Substance misuse services and a range of other public health services, Commissioning of services from the Third Sector
- Oversight of the Better Care Fund

NHS Commissioning functions:

- Lead on mental health and learning disabilities
- including NHS mental health and learning disability provider contract and range of Third sector contracts

A range of integrated service and commissioning activity

- Carers
- Dementia
- Community Equipment and Assistive technology

Key Requirements

Support the Director by leading a major area of the Directorate to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Corporate Plan and comply with Government Standards.

A relevant degree qualification [reflecting health and or social care commissioning] or relevant experience together with significant leadership experience at a senior level within health and social care or relevant environment

Comprehensive experience, knowledge and understanding of the legislative, strategic and policy context within which health and adult social care operate and the strategic issues facing integrated work.

Comprehensive experience, knowledge and understanding of commissioning in health and social care

Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships

Evidence of ability to make reasoned and logical decisions allied with high level organisational skills

Play a key role in the Best Council Leadership Team and actively support the Council's Corporate Leadership Team in ensuring that our organisational developments and improvements remain focused on delivering improved outcomes for local people.

Meet agreed objectives, ensuring compliance with legislation and, where appropriate, national standards, in pursuit of excellence in service delivery.

Work collaboratively across the council to contribute to the leadership and management of the city and take the lead for relevant priority areas.

Lead managers within the service to develop a high performing workforce and manage resources to achieve service and overarching objectives in line with the city's agreed prioritisation.

Promote and deliver positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery, community engagement activity and human resource areas.

Undertake effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.

Support open, responsive and accountable government, ensuring governance compliance with financial and procurement procedures.

Manage all aspects of risk and be accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.

As a member of the Strategic Leadership Team, to support the Director and other Chief Officers in the achievement of city wide outcomes.

Promote and maximise all opportunities to enhance the economy and support local employment (for example through facilitating the delivery of major developments in the city)

Motivate, develop and coach managers within your major area of the Directorate so that they manage the Directorate staff and other resources to achieve Corporate Plan and Service Plan objectives.

Monitor and review the achievement of targets in a major area of the Directorate activity and take action to ensure targets are met and improvements achieved.

Secure the achievement of the Directorate's Equalities plans and targets in a major area of the Directorate

Actively drive and deliver continuous improvement initiatives taking the strategic lead in developing the service in the context of city, regional and national priorities.

Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to the commissioning of adult social care and health services

Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes

Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships

Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work

Accountable for and provide appropriate strategic advice relating to the work of the Directorate to Members and council officers and other stakeholders so as to manage risk and support them in their respective roles.

Responsible for maintaining effective communications and engagement with staff, service users, councillors, trade unions, partners and other stakeholders and which supports open, inclusive, responsive and accountable government.

Lead and contribute to cross Council projects, collaborative working with partners and supporting Directorate Management Teams.

Actively support Corporate Management Team in achieving continuous improvement across the Council and; as a member of Directorate Management team, develop and implement initiatives to support continuous improvement in the Directorate Services.

Demonstrate knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions e.g. child protection, health, safety and security, confidentiality and data protection. Promoting compliance with Leeds City Council policies and procedures.

In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.

Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and members of the Corporate Leadership Team which commands respect trust and confidence.

Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.

Working Context - The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.

Role profile

With an emphasis on strong leadership this role operates within the context of the Best Council Plan and the City's broader strategic objectives. People in roles at this level support the Director in setting the purpose and strategic direction of the directorate and for the delivery of statutory obligations, functions and services, as appropriate.

The Deputy Director is responsible and accountable for the leadership and management of a service, or range of services and functions, and for creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities. As part of the directorate leadership team, you will live and model values and behaviours to help the council to achieve the ambition to become the best city council.

For roles at this level, you must be able to show

Knowledge – Professionally accredited or with the equivalent extensive in depth and relevant expertise and significant knowledge gained through substantial managerial/practical experience. You use your knowledge and significant experience to provide credible and trusted professional advice to the Leadership team, members, senior managers and partner organisations

Extensive knowledge of local, regional and national issues and a thorough understanding of the economic, business, cultural and political environment within the city and region that influence and impact upon council strategy, statutory provision, policy and practice. Your knowledge of existing and emerging legislation means that you anticipate issues and financial challenges and create an environment of constructive challenge.

Leadership & strategic planning – lead the strategic and operational planning of the service(s), setting and delivering change and transformational goals, ensuring there are agreed strategies and policies in place for the delivery and performance monitoring of service objectives, targets and outcomes. You demonstrate visible and supportive leadership and create open, honest and trusted relationships that empower, enable, motivate and promote a high performing workforce. Service and business plans are developed, communicated and cascaded and there is evidence of excellent service performance where targets and objectives are met

Provide leadership and direction; cultivating strong relationships and effective joint working within the Council, with politicians, partners and stakeholders across the city, region and nationally to support the delivery of transformational change that results in high quality/high value effective services. You provide direction to changing programmes and priorities where the team and service leads work together to challenge existing ways of working to deliver better outcomes for citizens, customers and communities

Collaboration & innovation – Understanding, sensitivity and experience of working successfully within a political context and governance framework having confidence and perspective to facilitate open and honest relationships with elected members. Your experience of productive collaborative working at senior leadership level, ensures that organisational developments remain focused on delivering improved outcomes for customers and citizens within the city and region

Develop opportunities for partnership working both within and outside the council and lead a culture of innovation and enterprise across services. Working with multi agency teams to build services and deliver outcomes that are sustainable, flexible and adaptable and that ensure all legal, professional and statutory functions are met. You demonstrate clear passion in promoting Leeds as a major centre, on the national and international stage, and develop trust with an engaging, collaborative and inclusive way of working

Problem solving & decision making – identify opportunities, initiate and develop strategic plans and projects and deliver solution focused outcomes across a diverse range of related and unrelated issues. You anticipate emerging issues and changing context, and use high levels of creativity both in problem solving, idea generation and in seeking out and disseminating successful practice. Strategies and policies that effectively deal with diverse, complex and highly sensitive situations are developed.

Influence a high performance culture across the service and are accountable for the achievement of service performance, outcomes, targets and objectives that provide continuous improvement and challenge within approved budgets. Use a coaching style you create a culture of high performance where strategic outcomes and plans are translated into clear objectives. You provide strategic advice, critical challenge and moderation in relation to all aspects of the service.

Lead consultation, engagement and communication of wide ranging and complex issues and influence, negotiate and establish credibility for services in order to deliver the strategic direction of the council and city priorities. There is evidence of your success in delivering service improvements and that you manage and transform performance to achieve outcomes and objectives within agreed boundaries

Deliver – Plan and direct/sponsor significant strategic programmes, projects and initiatives and commission services for and on behalf of the council and across the region; working in partnership with customers, citizens and communities to deliver better outcomes and make a difference to local people. Through major change/complex multi-disciplinary programmes you provide directional and operational control ensuring the resources to deliver are secured and that projects and programmes have clear and assigned accountabilities to meet objectives.

Ensure that there is capacity to respond positively to change, traditional thinking is challenged and innovative solutions are pursued within service responsibility. Provide leadership and direction that ensures the delivery of timely and appropriate services to customers. You demonstrate high levels of creativity in problem solving, idea generation and seeking out and disseminating successful practice, in order to effectively deal with diverse, complex and highly sensitive situations.

Resource management – Support a culture of excellence in service delivery, continuous improvement and a focus on transformational goals and outcomes which maximises the use of resources and actively promotes the council's values, supports adaptable ways of working and creates strong flexible teams. There is an environment of constructive challenge where the team and service leads work together to challenge existing ways of working to deliver better or equivalent outcomes for reduced costs

Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s). The service is delivered within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices.

The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility

LCC Values

Leeds City Council values are at the heart of everything we do. They inform the way we design and deliver our services and the way we all work and behave. Leeds City Council expects all its employees and councillors to observe our core values and to understand our codes of conduct for ethical behaviour, correct use of the Digital Information Service (DIS) facilities and protection of sensitive information.

They reflect the current needs of the city. In a period of immense change and real challenge we must be both confident and decisive about what we do and how we do it. Observing our values can help us:

Working as a Team for Leeds Work in ways which are open, inclusive, responsive and accountable to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds

Being Open, Honest & Trusted Ensure citizens and council members are provided with all relevant information to make decisions, learn from mistakes and seek to promote continuous improvement and best practice

Working with Communities Work effectively with the variety of partners to deliver services, communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment

Treating People Fairly Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Spending Money Wisely Set high expectations of achievement across a range of strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and feedback from service users