

**Appendix 1  
LEEDS CITY COUNCIL  
JOB DESCRIPTION**

**DIRECTORATE:** Adults and Health

**SERVICE:** Adults and Health Commissioning **GRADE:** Grade: PO6

**POST TITLE** Commissioning Programme Leader **POST REF NO:** TBC

**POST(S) TO WHICH DIRECTLY RESPONSIBLE:** Head of Service (Commissioning)

**POST(S) FOR WHICH DIRECTLY RESPONSIBLE:** Commissioning Manager (PO4)

**CORE VALUES, AMBITIONS AND GOALS**

As a Council our ambition is to be the best City Council in the UK

Our behaviours, and therefore the behaviour of the post, will be influenced by our values of:

Working as a team for Leeds  
Being open, honest and trusted  
Working with communities  
Treating people fairly  
Spending money wisely

Adults and Health Directorate

Our vision:

We want Leeds to be a healthy and caring city for all ages, where people who are the poorest will improve their health the fastest. Our ambition is for Leeds to be the best city for health and wellbeing, underpinned by a strong commitment to partnership working across health and care services to get behind the shared vision set out in the Leeds Health and Wellbeing Strategy.

Our goals:

Reducing health inequalities and improving the health of the poorest the fastest.  
Supporting healthy, physically active lifestyles.  
Supporting self-care, with more people managing their own health conditions in the community.  
Enabling people with care and support needs to have choice and control.

**Context:**

This post plays a key role in the successful delivery of the Council's overall values as well as the vision and goals of the Adults and Health Directorate through supporting the commissioning and management of quality services and the strategies that underpin them.

The team's vision is to be a skilled and valued team that works in partnership across Directorates to commission and contract manage high quality services that address social inequality and support people to live healthy, independent and fulfilling lives.

The team's areas of focus are summarised in the Market Position Statement and include commissioning and contract managing services for the following client groups and service areas: young adults transitioning from children's to adult services; information, advice and advocacy;

assistive technology; learning disabilities; autism; mental health; sensory impairment; physical impairment; carers; older people; dementia support; drug and alcohol treatment; homelessness and rough sleepers; offenders; domestic violence and abuse, and; public health services.

## **PURPOSE OF JOB**

To assist the Heads of Commissioning by undertaking aspects of cross-directorate commissioning and contract management at a Principal Officer level.

To be responsible for the management of a portfolio of work which contributes to the delivery of one or more of the following:

- Service review, development and innovation
- Commissioning activity that contributes to the Directorate's and Council's priorities. Commissioning takes many forms and includes negotiating individual care packages, large scale reviews and procurements and working with others to improve the service offer.
- Development of strategy and policy relating to services for key client groups
- Programme and contract management to maximise outcomes and to ensure value for money and quality.

You will lead the evaluation and performance management of contracts with commissioned services and play a key role in developing and maintaining productive relationships with service providers to achieve high quality services and value for money. Through your detailed knowledge and skills relevant to commissioning and contract management, you will demonstrate the leadership and qualities commensurate to the level of *Manager*.

You will provide leadership within the commissioning function to ensure the proper financial management and performance assurance of such contracts. You will lead on the development of innovative ways of achieving value for money on an on-going basis. You will provide line management to Project Officer level roles, undertake staff appraisals and support the personal development of team members as required.

## **RESPONSIBILITIES**

- To act as the team contact for specific strategic functional areas and work streams for Adults and Health Commissioning.
- To develop and deliver major programmes, projects and services, providing direction for the work of staff teams and delivery partners and accessing and maximising resources, improving performance and quality in order to achieve desired outcomes to agreed (and often tight) deadlines.
- To lead on commissioning new services, re-commissioning of existing services or decommissioning services.
- To develop consistent approaches to commissioning and to facilitate joint working within the Directorate, across the Council and with partners as appropriate.
- To initiate and direct market development initiatives on behalf of the Council and relevant commissioning/transformation boards.

- To develop effective working relationships with the independent and third sector operating in the health and care and support sectors to develop flexible and creative services and understand issues impacting on sustainability.
- To contribute to the development of key policy and strategy relating to commissioning.
- To ensure all areas of work are informed by relevant research, intelligence and performance data, including contributing to and using the outcomes of any needs analyses.
- To communicate complex concepts and information effectively, including the outcomes of service reviews and options appraisals, and deliver communication products that are appropriate to the audience, including presentations, reports for Members, partnership forums, the Director and Council management teams at all levels.
- To demonstrate strong and effective leadership and management in line with the Council's values and standards.
- To develop and maintain strong and productive working relationships with senior officers in other Directorates, Members, key partners and stakeholders in the City, and deputise for senior staff at meetings and events, where required.
- To develop and maintain a detailed understanding of the Council, Directorate and Strategic Partnership plans and priorities, including the implications for service areas.
- To lead the effective evaluation of projects and contracts, including data collection; collation and scrutiny of Key Performance Indicators (KPIs) and performance management information; benchmarking; report writing and the implementation of practical outcomes and lessons learned.
- To lead effective consultation and engagement with service users and other stakeholders, and ensure that the outcomes are used to influence commissioning, service design and delivery.
- To ensure value for money considerations are taken into account in service review, design and delivery.
- To maximise resources for the City including developing and supporting partnership and service area bids for resources and be accountable for resources, including managing audit and inspection processes and mitigating any risks.
- To take on budget holder responsibilities, as required by the Chief Officer or Head of Service and ensure that spending relating to the post holder's responsibilities is kept within any budgetary allocations and that action is taken to meet any efficiency targets.
- To ensure systems are in place and operating effectively to meet LCC obligations for accurate and timely ordering from and payments to providers of commissioned services.
- To be accountable for ensuring compliance with any Governance requirements relating to

the work of the Service, including those relating to commissioning and procurement, financial management and ensuring the safety and wellbeing of staff and customers.

- To take a line management role for a cohort of Commissioning Manager and Officers, including managing performance and attendance and assessing and meeting development needs through appraisals, supervision meetings and team meetings, and to demonstrate strong and effective leadership in line with the Council's values and standards.
- To identify training needs within the team and to lead and participate in the development of activities necessary to ensure up to date knowledge and skills within the team.
- To ensure that due regard is taken of equality and diversity when designing, delivering or reviewing policies, strategies, services and human resources and ensure that any mitigating actions are delivered.
- To carry out any other duties commensurate with the grade and required for the role.

### **RELATIONSHIPS**

The post holder will be line managed by the Head of Service (Commissioning) and will be responsible for Commissioning Managers.

### **PHYSICAL CONDITIONS**

The team is based in Merrion House in a Changing the Workplace work environment. The post will be responsible for delivering services citywide and the post holder will be required to travel to visit services across the city and may be required to work at any location within the city.

### **ECONOMIC CONDITIONS**

This post is graded at PO6

### **PROSPECTS**

#### **PROMOTION**

The post holder will have access to Leeds City Council's vacancy bulletin and would be eligible to apply for appropriate/suitable positions of employment as advertised.

#### **TRAINING:**

Training needs analysis will be undertaken and reviewed regularly.

### **QUALIFICATIONS**

See employee specification

#### **Job Description Prepared/Reviewed by**

Julie Staton, Head of Commissioning

Date: January 2019

#### **Job Description Approved by**

Caroline Baria, Deputy Director, Integrated Commissioning

Date: January 2019

**POST DESIGNATION: Commissioning Programme Leader****GRADE: PO6****EMPLOYEE SPECIFICATION**

In order to fulfil the standard requirements of the post, post holders must meet the following requirements. Candidates for selection for the post will only be short listed for interview if they can demonstrate in their application that they meet these requirements.

<b>SKILLS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Ability to lead strategic partnerships involving various stakeholders to achieve positive outcomes.	✓		<b>A/I</b>
Ability to provide visible and effective leadership which empowers, enables and develops staff to achieve results	✓		<b>A/I</b>
Ability to lead contract management and funding arrangements of a range of services and to manage performance effectively.	✓		<b>A/I</b>
Ability to identify and implement change programmes, improve service quality and support a culture that drives up standards and performance	✓		<b>A/I</b>
Ability to communicate effectively to a variety of audiences at all levels, including presenting high level information and reports on complex issues in an appropriate way.	✓		<b>A/I</b>
Ability to lead the development of appropriate systems and procedures to enable effective data capture and analysis to formulate options in response to complex issues, and inform commission priorities.	✓		<b>A/I</b>
Ability to think creatively and to solve problems in a constructive way.	✓		<b>A/I</b>
Ability to manage complex programmes and projects and lead project teams.	✓		<b>A/I</b>
Ability to work effectively, flexible and collaboratively as part of a wider, multidisciplinary team where team members work positively toward a shared goal.	✓		<b>A/I</b>
Ability to work to strict deadlines with conflicting priorities and to manage personal work and time effectively	✓		<b>A/I</b>
Ability to access and interpret local/national strategy and communicate this quickly and effectively to all interested parties	✓		<b>A/I</b>
Deliver the statutory responsibilities of the team and use them positively to assist clients.	✓		<b>A/I</b>
Ability to make a contribution to the strategic direction of the service and Directorate.	✓		<b>A/I</b>
Ability to manage finances and work within a budget.	✓		<b>A/I</b>

<b>KNOWLEDGE/QUALIFICATIONS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
A knowledge of local/national government legislation appropriate to the role.	✓		<b>A/I</b>
Understanding of appraisal and evaluation techniques.	✓		<b>A/I</b>
Understanding of change management principles	✓		<b>A/I</b>
Working knowledge of programme and project management principles and best practice	✓		<b>A/I</b>
Understanding of commissioning, procurement and contract management principles and practice	✓		<b>A/I</b>
An understanding of the roles and responsibilities of the Council and other key	✓		<b>A/I</b>

agencies and stakeholders in the city.			
A knowledge of the city's key strategic plans including the Health and Wellbeing Strategy and Inclusive Growth Strategy	✓		<b>A/I</b>
Knowledge of the Council's decision making processes, governance requirements and the Council's policies and procedures that would apply to the Service and the wider Directorate		✓	<b>A</b>

<b>EXPERIENCE</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Of commissioning, procurement and contract management of services.	✓		<b>A/I</b>
Of working effectively with internal and external partners to lead strategic partnerships and programmes and deliver cross sector or cross service projects to achieve positive outcomes.	✓		<b>A/I</b>
Of communicating appropriately with a wide range of people, through a variety of different methods and gaining the commitment of a range of stakeholders/influencing views and behaviour to meet set objectives.	✓		<b>A/I</b>
Of developing services to meet continuously changing needs.	✓		<b>A/I</b>
Of managing the effective deployment and support of human resources.	✓		<b>A/I</b>
Of leading, coaching and motivating teams and individuals.	✓		<b>A/I</b>
Of working in multi-disciplinary teams	✓		<b>A/I</b>
Of delivering person centred care & support in a whole system setting.	✓		<b>A/I</b>
Of managing in a political environment and working on politically sensitive issues.	✓		<b>A/I</b>
Of managing and controlling significant budgets and achieving budgetary targets	✓		<b>A/I</b>
Of driving service improvement through the provision of advice, support and challenge.	✓		<b>A/I</b>
Of interpreting and analysing complex information and data.	✓		<b>A/I</b>
Of conducting Equality Impact Assessments and ensuring that inclusion and equality objectives are met.		✓	<b>A/I</b>
Of delivering effective consultation to support service design, delivery and evaluation.	✓		<b>A/I</b>
Of working in a regulatory environment and working with, or in provider services		✓	

<b>BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Actively demonstrate commitment to diversity, cohesion and equality outcomes	✓		<b>A</b>
Commitment to ensure the safety of all staff and stakeholders.	✓		<b>A/I</b>
Adaptable and innovative and committed to flexible working practices	✓		<b>A/I</b>
Commitment to self and team development and to team working	✓		<b>A</b>
Actively demonstrate use of the Council's values as part of everyday working.	✓		<b>A/I</b>

<b>Method of Assessment (MOA)</b>	<b>A</b>	=	<b>Application Form</b>
	<b>T</b>	=	<b>Test</b>
	<b>I</b>	=	<b>Interview</b>