

Job description

Job title: Corporate Director – Adults Commissioning

Grade: Chief Officer

Job evaluation reference: SWC

Job family: Corporate Directors

Purpose and impact

- Provide strategic and system leadership for Adult Social Care Commissioning across Dorset working collaboratively with all partners, underpinned by a strength based approach.
- Within Dorset develop commissioning approaches which support the development of a sustainable Adult Social Care system that enables people to achieve the life they want. That takes account of good practice and innovation within Dorset, regionally, nationally and internationally.
- Acting as a strategic change maker, shaping and growing a new 'fit for the future' organisation and translating the new Council's vision and strategy into action.
- Ensure co-production runs through all commission approaches.
- Working closely with Health Partners to develop an Integrated Care System which brings together Adult Social Care and Health to better support and meet the needs of Dorset Residents.

- Take an operational lead for Adults Commissioning, Brokerage and Quality within Dorset Council. This will include the delivery of our ambition of 'fit for the future' services, ensuring that value for money and outstanding customer service is at the core of everything we do and supporting the Council's digital journey.
- Take a strategic and operational lead for Adults' quality assurance, providing assurance for the Chief Executive and members about the quality of provision for adults in Dorset. Oversee and develop a programme of quality improvement, learning from best practice.
- Developing an effective Adult's Commissioning, Brokerage and Quality function to provide professional, customer-focused services driving change and transformation across the whole spectrum of services for adults.
- Working with the Directorate Leadership Team and Elected Members to contribute to the leadership, vision, transformation and strategic direction of the organisation, ensuring that services are robust to deliver corporate and service priorities and objectives making the most efficient use of resources.
- Undertaking an active cross-cutting role in the Council working collaboratively to establish flexible and responsive ways of working in an inclusive, diverse and visionary culture of excellence.

Key responsibilities

Corporate

- Preparing a strategic service plan to deliver corporate priorities and projects, improving service delivery and reducing net costs to the taxpayer.
- Developing opportunities to secure new funding to support the organisation's long-term corporate priorities and objectives.
- Implementing a strategic digital agenda, ensuring modernised service delivery is supported by the use of technology to secure greater efficiency and to improve access to services for customers.
- Creating effective political relationships with Members and supporting all aspects of the democratic process.
- Accountability for effective budget management and performance management for the service area.
- Leading and developing staff within the service area, providing clear direction and pace in accordance with the contents and spirit good management principles and our leadership framework.
- Advising, assisting and leading on the delivery of corporate projects and work programmes.
- Leading service reviews and transformational change initiatives in support of the Council's corporate plan and service plan.
- Work with Childrens and Place Commissioning to develop a whole council approach to commissioning, leading to synergies, efficiencies and savings.
- Acting as a strong ambassador for the Council, representing duties such as civic functions and emergency planning as and where required.
- Complying with the organisation's policies, financial regulations, code of conduct and constitution, demonstrating a commitment to good governance.
- Leading all aspects of risk management and health and safety standards, implementing appropriate risk management plans and ensuring regular reviews are undertaken.
- Being a named member of the Gold Emergency Planning rota, developing business continuity plans and emergency response procedures.
- Ensuring the organisation's commitment to equality of opportunity, valuing diversity and promoting equal access to services for the public, employees and members is achieved within a culture of fairness and respect.
- Observing the requirements of all relevant legislation, including equalities, freedom of information, data protection, public interest disclosures and bribery.

Role Specific

The overall outcomes sought from the Commissioning, Brokerage and Quality service are:-

- Contracted services are of a high standard, and are delivered by competent and confident staff and volunteers.

- Investment is shifted from high cost late intervention to lower cost early intervention and prevention.
- Strategic planning is in place in order to provide a total system, whole of life, approach to supporting residents of Dorset
- Communities are empowered to maximise the impact of their assets and strengths upon the residents of Dorset.
- The profile of social care is high in Dorset and there are appropriate career pathways to enable recruitment and development of the workforce.
- The council's statutory responsibilities are delivered to ensure the ongoing viability of the social care provider market in Dorset.
- Council out sourced services have robust business continuity arrangements
- All council services and interventions recognise the individual strengths of Dorset residents.
- Information, advice and guidance relating to support and care is of a high quality and accessible to all residents of Dorset.
- All services and interventions are designed and/or developed in a way that equality is central and full consideration is given to protected characteristics.
- Organisational barriers are reduced in order to improve efficiency and to provide a better experience for Dorset residents.

Responsible for providing leadership and management of the adult social care and health commissioning function and strategic leadership of the commissioning function and to provide advice and guidance to the Directorate Management Team, Corporate Leadership Team, Senior Leadership Team, members, cabinet and other appropriate boards and committees.

Responsible for ensuring that a whole council approach is taken in order to realise the potential of Dorset residents and communities.

Responsible for identifying strategic outcomes and to plan and oversee the implementation of programmes to deliver commissioning intentions within available resources and to identified performance standards.

Responsible for ensuring service delivery is monitored in relation to identified performance measures and to plan and deliver performance improvements where required.

Required to provide visible and effective leadership to staff working within the commissioning function

Required to collaborate and engage with key partners and provide leadership within strategic partnerships to deliver identified outcomes and where agreed to lead joint commissioning and brokerage activity on behalf of the NHS system within Dorset

Direct leadership of strategic planning and delivery of commissioning activity across the following specialist areas

- Older People Commissioning across community and residential care
- Carers
- People with Learning Disabilities and or Physical disabilities
- Adult Mental Health
- Better Care Fund and Integrated Commissioning across the breadth of the portfolio
- Large Scale Contracts which includes Tricuro (Local Authority Trading Company) and Care South

Responsible for ensuring that the Commissioning function follows a recognised commissioning cycle on behalf of adults and communities within Dorset that ensures the

Local Authority meets its responsibilities under the Care Act and other associated social care and wider relevant legislation.

Required to work closely with the Executive and Corporate Directors and Heads of Service in Adult Care Operations to ensure that commissioning and operations are aligned and that the adult social care operational budgets are well managed, that national and local performance targets are achieved and where required mitigating actions are put in place to manage risks to delivery.

Responsible for providing strategic leadership and oversight of the development of relationships with the care market to promote a sustainable care market which meets the needs of the local population and to prevent market failure.

Responsible for providing strategic leadership and oversight of work with the voluntary sector in local communities to develop social capital, develop clear pathways for information, advice and guidance and to maximise the value of community assets.

Responsible for providing strategic leadership and oversight of integrated commissioning plans to ensure that financial models are aligned to the strategic plans of the Sustainability and Transformation Plan and the Better Care Fund. To lead commissioning relationships and partnerships working with a wide range of other public bodies including the NHS and Clinical Commissioning Group. To ensure commissioning activities are aligned to the work of Locality Health and Well Being Boards in different communities.

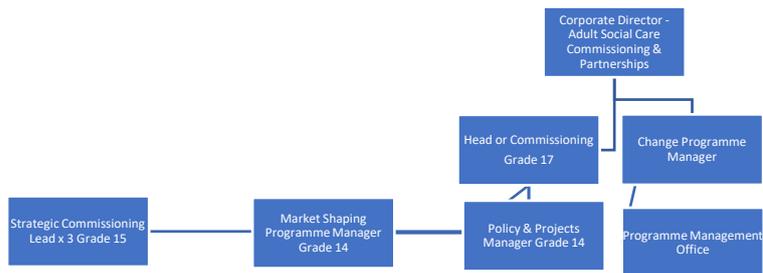
Responsible for providing strategic leadership and co-ordination of partnership working within the Council including the commercial hub and across Councils and other stakeholders acting as a senior representative.

Responsible for developing partnerships that can deliver whole system, i.e. acute system, primary care, etc, benefits for the residents of Dorset.

Required to set, plan, allocate and monitor delegated budgets to their direct reports in line with the Authority's approved scheme of cost centre management. To lead and/or be involved in budget and performance discussions and work closely with colleagues in finance, performance and in other key support areas to ensure effective service delivery within available resources.

Where required, to deputise for the Executive Director of People - Adults

Supervision and management



Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).

Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role:-
Degree level education
Evidence of continuous management and professional and personal development
Relevant Commissioning qualification CIPS Professional or Advanced diploma in procurement and supply or equivalent extensive experience across a range of client groups of strategic commissioning and contract management within adult social care
Experience
Significant direct adult care commissioning and leadership experience and a track record of leading a successful commissioning function
Substantial experience in successful commissioning roles and experience in successful strategic commissioning leadership role(s)
Substantial experience of people leadership and management
Experience of financial modelling and business case preparation
Experience of partnership leadership at a senior level across public and private and voluntary sector partners
Experience of being a strategic thinker, leading change and progressing organisational objectives
Experience of delivering performance improvements within a performance management framework
Experience of statutory inspections and frameworks e.g. OFSTED, CQC
Experience of managing complex budgets within an effective, efficient and economic approach
Experience of service user participation and working with service users/partners
Skills, abilities & knowledge
A skilled and versatile leader capable of driving change forward who is able to inspire, develop and motivate others
High level of written and oral communication skills
Strong communication, influencing, negotiating and presentation skills

Robust under pressure with ability to make sound judgements in a high risk and complex environment
Commitment to meaningful neighbourhood and locality working
Ability to appraise and identify opportunities for improvement in both people and service
Strong team player at a senior level
Experience of working within a political context and working directly with elected members
Experience of delivering innovative approaches to service delivery
Strong team player at a senior level
Highly developed people management skills
Skilled in the management of change
Proactive and takes initiative
Advanced Budget management
Excellent Time management
Ability to deal with complaints sensitively and effectively
Advanced IT skills
Service development and project management skills
Strong commitment to learning and development
Behaviours
Respect
Responsibility
Recognition
One Team: Collaboration

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Skills, abilities & knowledge
Qualifications
Membership of the Chartered Institute of Purchasing and Supply
Knowledge
Knowledge of IT systems and their application in a large organisation
Experience
Experience of leading service improvement and other action and recovery plans following unfavourable inspections, critical incidents or other judgements by the Ombudsman or Information Commissioner

Approval - Acting Executive Director for People - Adults	
Date	May 2020