

<b>Department:</b>	Adults and Communities
<b>Job Title:</b>	Lead Commissioner Working Age Adults
<b>Grade:</b>	14
<b>Post Number:</b>	19629
<b>Service/Section:</b>	Strategic Commissioning and Quality
<b>Base/Location:</b>	County Hall
<b>Responsible To:</b>	Head of Service (Strategic Commissioning and Quality)
<b>Responsible For:</b>	Commissioning and Market Shaping Officers
<b>Key Relationships/ Liaison with:</b>	Lead Commissioners, partners from within the County Council (operational commissioners, Corporate Resources, Children & Family Services & Public Health, Lead Practitioners), Clinical Commissioning Groups, service providers across the health and care community, people who use services, their families and carers

<b>Job Purpose</b>	
1.	To lead the development of strategy and plans on behalf of Adults and Communities Department for working age adults with learning disabilities, autism and other conditions.
2.	To ensure that the Department has an effective market shaping function that supports the delivery of the Adult Social Care strategy for working age adults.
3.	To work with partners and other stakeholders to ensure effective collaborative and joint commissioning.
4.	To lead on agreed cross-cutting areas of commissioning strategy and market shaping.

<b>Main Duties and Responsibilities</b>	
1.	To lead the ongoing implementation of the Adult Social Care strategy for working age adults.
2.	To ensure effective strategic planning (involving all stakeholders) to deliver population needs assessment, commission strategies and market shaping strategy for working age adults. This will include working with current and future customers and their families to fully understand what is required.
3.	To work with operational managers to ensure that key strategies are implemented, and that their effectiveness is understood.
4.	To provide effective management to commissioning, procurement and market shaping staff.

5.	To map the availability and capacity of the current services within Leicestershire for working age adults and make recommendations on what is needed to both support existing and new providers to feel competent and confident to meet the needs.
6.	To develop effective strategic partnerships with providers to support the delivery of commissioning strategies and improves outcomes for citizens.
7.	To work with the local commissioning teams to stimulate the local market to respond to identified gaps in provision.
8.	To act as the lead commissioner responsible for joint procurements.
9.	Provide expert advice, information and support to the Council (including Elected Members) and where required, the Integration Executive to enable the effective commissioning of services for working age adults.
10.	Maintain a high level of awareness of current and emerging future changes and developments in all areas of policy and practice pertinent to working age adults.
11.	To input into the development of relevant capital projects.
12.	Identify, analyse and translate the national policy guidance and its implications for Leicestershire including being the main contact between the health and social care community including briefing and where appropriate deputising for Assistant Directors and other senior officers.
13.	To act as lead for projects, including the delivery of Medium Term Financial Strategy savings.

### Special Factors

The nature of the work will involve the jobholder carrying out work outside of normal working hours.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

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**Date Revised: December 2020 by Kate Revell**

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	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
<b>Either</b> a Degree or equivalent (note: relevance is considered to cover qualifications in the fields of social care, health care, planning and management), <b>Or</b> relevant direct experience showing evidence of these degree level skills	✓		Doc / Int
Project management qualification for example PRINCE 2		✓	Doc
Recognised qualification in commissioning.		✓	Doc
<b><u>Experience</u></b>			
Significant experience in a strategic or senior role in a health and/or social care setting	✓		App
Experience of inter-agency development at senior level.	✓		App
Experience of design and implementation of complex plans and/or projects	✓		App / Int
Experience of commissioning and monitoring activity including standard and specification setting and negotiation.	✓		App / Int
Experience of managing and supervising staff		✓	App

<b><u>Knowledge</u></b>			
Excellent knowledge and understanding of the key issues for working age adults	✓		Pre / Int
Detailed knowledge and understanding of current policy agenda related to working age adults	✓		Int
Knowledge and understanding of strategic commissioning particularly in relation to the current health and social care landscape	✓		Pre / Int
Understanding of current planning processes in public and voluntary sector organisations	✓		Int
Understanding of the change process and how to apply it in a range of situations	✓		Int
Understanding of the key requirements for effective procurement	✓		Int
<b><u>Skills and Competencies</u></b>			
Ability to independently identify and respond to new strategic priorities arising from locally or nationally changing policy or circumstance	✓		Pre / Int
Excellent communication and presentational skills, including written, oral and presentational and the ability to communicate in an appropriate way to suit the audience	✓		Pre / Int
Well-developed analytical skills	✓		Test
Ability to foster good working relationships across teams and with key stakeholders	✓		Ref
Evidence of productive relationships with senior managers across agencies	✓		App / Int / Ref
Commitment to high standards of professional performance	✓		Ref
Commitment to co-production in development and planning processes	✓		Int
Self motivated and able to meet demanding timescales	✓		App / Ref
Flexibility and commitment to providing effective service	✓		App / Ref

<b><u>Other Requirements</u></b>			
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App / Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Doc = Documentary Evidence (E.g., Certificates)</b>
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