

# Hertfordshire County Council

## Job Outline



**JOB TITLE:** Commissioning Manager  
**GRADE:** M3  
**REPORTS TO:** Team Manager and Area Manager  
**TEAM:** Transforming Care Team (TCT)  
**DEPARTMENT:** Children's Services

### Purpose of the Job

- To contribute to commissioning strategies and innovation in service solutions
- To deliver key commissioning projects in line with strategies
- Responsibility for overview of minor commissioning projects
- Work with other organisations, agencies and service users to develop services to meet the need of complex needs
- Contribute to expertise market shaping and facilitation
- Lead on Procurement processes and advise as necessary
- Provide clinical expertise and support to non-clinical commissioners

### Main Areas of Responsibility

#### Accountabilities/Responsibilities:

- To deliver key projects on time and to budget
- Maintain effective and positive links with operational staff and other organisations including CCGs to develop service solutions
- Develop and maintain strong links to the provider market
- To performance manage individuals/teams to deliver specified projects
- Budget management
- To develop individual/teams to reach their full potential.
- To gather information from key stakeholders to inform service review meetings
- Support decisions on individual funding requests
- Provide clinical support to CETR / LEAP process
- Respond to escalations from providers and partners in relation to complex cases
- To hold and implement the TC action plan and dynamic risk registers

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

### **Personal Effectiveness**

- Demonstrates passion and purpose about contribution you/your team make to HCC and the Citizens of Hertfordshire
- Uses a range of communication styles to influence decisions and actions
- Identifies opportunities for co-operation and cross working amongst teams and organisation
- Identifies and breaks down barriers to effective partnership working
- Self motivated and able to carry out tasks without supervision
- Flexible and adaptable and has a 'can do' approach

### **Skills and Experience:**

- Commissioning of services/service development
- Project management qualification, skills and/or experience
- Budget management skills and/or experience
- Experience of performance managing a team/individuals
- Experience of working with multiple agencies and stakeholders
- Ability to lead multi agency project groups effectively
- Excellent communication/ partnership working and report writing skills
- Ability to interpret needs and financial data
- Qualified mental health professional
- Experience of CAMHS settings and provision

### **Leadership**

- Demonstrates accountability for the delivery of service
- Works with stakeholders to influence change and, encourages flexibility and organisational agility.
- Demonstrates a passion for delivering agreed outcomes
- Accepts responsibility for own performance and for seeking feedback
- Demonstrates an understanding of problems by identifying patterns or connections and addresses key underlying issues
- Develops and maintains productive working relationships with partners, providers and colleagues
- Sets clear standards of behaviour and performance and leads by example
- ensuring the delivery of high quality services that are value for money when making decisions

## **Working in Partnership**

- Generates energy and enthusiasm amongst team members, where team members work together to achieve shared goals, giving recognition for team and individual achievement
- Demonstrates passion and purpose about the contribution they and their team make to HCC and the citizens of Hertfordshire
- Thinks creatively of how problems can be solved with joint working
- Actively participates in cross-functional networks and groups and promotes own service within these
- Understands key external influences – political, economic, technological, social etc. and how these impact
- Quickly establishes a strong working relationship with external partners
- To have highly developed communication skills; acting as a facilitator and mediator when required
- To encourage an open, learning culture throughout the CCG, HCC and providers for the purposes of quality improvement.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.