

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Regional Commissioning Unit
Section:	Commissioning Officers
Sub Section:	
Post Title:	Joint Regional Commissioning Officer
Vision Post Number:	16600
Grade:	FIX TERM / SECONDMENT UNTIL 31st MARCH 2021 Grade: GR14
Responsible to:	Regional Commissioning Unit, Head of Joint Regional Commissioning.
Posts Reporting to this Post:	N/A
Team:	Cwm Taf Social Services and Wellbeing Partnership Regional Commissioning Unit
DBS Required Level:	ENHANCED
Location:	Valleys Innovation Centre, Abercynon
Date of Description:	May 2018

KEY PURPOSE

As part of the Regional Commissioning Unit , to drive forward the joint health and social care integration agenda on behalf of the Rhondda Cynon Taf County Borough Council (RCT), Merthyr Tydfil County Borough Council (MT), Bridgend County Borough Council and Cwm Taf Morgannwg University Health Board (CTM).

Support the joint implementation of the Cwm Taf Morgannwg Regional Area Plan, by leading the delivery of key pieces of the work programme as directed by the Head of Joint Regional Commissioning (HJRC).

To establish and maintain programme management arrangements for the delivery of the commissioning work programme across the region for particular services/clients. This includes working alongside Commissioning Officers in partner organisations to



deliver a high quality, flexible and responsive service to internal and external customers.

Facilitate the development of markets such as Care Homes, Supported Accommodation and LAC Commissioning to ensure that the Cwm Taf region has a diverse range of quality services for those who require them.

Be involved in leading the development and implementation of long term commissioning strategies and plans; specifically looking at any gaps in the market and ensuring that legislative and local responsibilities are met.

To lead, manage and maintain the framework for commissioning practise.

Embed a performance management culture integral in the promotion of continuous service improvement across services being delivered in Cwm Taf Morgannwg.

KEY OBJECTIVES

The post holder will:

- Lead key integrated project and commissioning work in support of the joint implementation of the Cwm Taf Morgannwg Regional Area Plan.
- Ensure integrated commissioning strategies are developed and delivered to meet particular client / service groups as prioritised in the Regional Area Plan, ensuring that a sufficiently diverse range of services are available that prevent, delay or reduce the need for statutory care and support.
- Develop and maintain effective and robust relationships with planners and commissioners within statutory partners, ensuring the integrated commissioning work undertaken by the RCU is complimentary and/or facilitates that of partners.
- Engage with children, young people, individuals, and carers in the planning and commissioning of services.
- Engage with providers in the planning and commissioning of services, directing the market to meet the strategic priorities of the region and the projected health and social care needs of Cwm Taf's residents.
- Provide oversight of the quality of the services offered by providers in order to ensure continuous improvement.
- Use market intelligence to maintain oversight of the long term sustainability of markets and market providers.
- Develop and support Partner organisations in developing and managing Integrated Care Fund proposals and projects.



SPECIFIC RESPONSIBILITIES

Leadership

- Leading, managing and maintaining an excellent framework for commissioning practice including: The delivery of high quality planning, commissioning, performance management and improvement processes to drive change, innovation and excellence in regional commissioning in line with national, regional and local priorities.
- Lead on developing the vision and direction for the development of the market for the service/client group including the production of market position statements.
- Promote the delivery of high quality services and the delivery of continual service improvement.
- Deputise for the Head of Joint Regional Commissioning when required to do so.

Management

- Develop an expert knowledge of the relevant local market and on-going market development work to engage providers in regional commissioning priorities, strategies and aspirations.
- Maintain a strong focus on involving users and carers in service design and performance management.
- Ensure that patients and the public are involved in the commissioning cycle so that their views and experiences lead to better decision about the design, improvement, integration and modernisation of local services.
- Develop strategies which support the delivery of high quality services and where appropriate de-commissioning and re-designing services.
- Devise service specifications for commissioned services ensuring that they meet the needs of the region's population
- Work with a range of stakeholders to oversee the implementation of new services as required
- Develop and oversee strong performance monitoring and data quality mechanisms and processes, including audit of performance in line with national standards and performance measures



- Ensure an evidence-based approach to commissioning as well as a strong outcomes-based focus in order to reduce costs and improve service delivery for residents.
- Liaison with Contracting Teams for the processing of all aspects of all major tenders and procurements within the category, ensuring that all procurement activity complies at all times with relevant Standing Orders
- Interpret and implement national policies in relation to integration and ensuring their implementation as appropriate.
- Keep in step with national and regional best practice, appraising the Head of Joint Regional Commissioning of the outcome of regular benchmarking.
- To develop effective and successful working relationships with staff representatives across the organisations, ensuring effective engagement in the Regional Area Plan work programme and highlighting staff implications of the changes being implemented.
- Undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the HJRC, or as a mutually agreed development opportunity.

Partnership working

- Identify and take forward opportunities for joint working and innovation, in liaison with the service users, providers and other agencies.
- Forge excellent working relationships with operational managers, peer commissioners and managers (including public health) to secure data, intelligence and evidence to inform commissioning processes.
- Chair regional meetings as required to facilitating development and delivery of the integrated work programme.
- To work with and support senior managers and any relevant multi-agency partnerships in the drive for outcomes and joined up and co-ordinated services.
- To work with the Community Health Council recognising the opportunity for joint working which acknowledge the different roles and responsibilities of each organisation.
- Ensure that the services provided are non-discriminatory in respect of race, gender, age, marital status, sexuality, disability, religion and nationality.



THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Educated to degree level or equivalent (eg ILM level 7), preferably in a health or social care setting.</p> <p>Substantial knowledge and understanding of health and social care legislation/policy and in particular accommodation services.</p> <p>Knowledge of funding mechanisms and financial flows within the NHS and / or Local Authorities.</p> <p>Evidence of continuous managerial and professional development.</p> <p>Knowledge of the differing processes for accountability within Health and /or Local Authority services.</p> <p>Sound and up to date knowledge of recent policy on joint working between health, social care and voluntary sector services.</p> <p>Knowledge and understanding of the commissioning cycle.</p> <p>Welsh Language Level 1 (All employees will be required to undertake a basic Welsh language induction to reach this level)</p>	<p>Experience of operating at a senior management or strategic development role within a complex organisation.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website</p>

ATTRIBUTE	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Relevant experience with a track record of operating at a managerial level within health and/or social care</p> <p>Evidence of working within a highly complex and politically sensitive organisation.</p> <p>Experience of developing and commissioning partnership strategies and plans.</p> <p>Experience of developing, writing, managing and monitoring contract frameworks and specifications</p> <p>Experience of change management, implementation of improvement initiatives and service development within health and/or social care.</p> <p>Experience in the interpretation of national policy directives to inform local delivery programmes.</p> <p>Experience of public/community involvement and engagement.</p> <p>Experience of developing grants/business cases and managing budgets in line with financial regulations.</p>	<p>Expert experience of facilitating user participation in the planning and delivery of services.</p> <p>Experience of outcome based commissioning and care delivery</p>

COMPETENCIES	Middle Managers Competency Framework
Developing and Motivating People	<p>Actively looks to develop people for both the immediate and the longer term, and provides opportunities for development according to need</p> <p>Inspires others by being passionate and enthusiastic and having a positive 'action-focused' attitude. Leads by example</p>
Working in Partnerships and Teams	<p>Builds lasting, positive and constructive relationships with a wide variety of people</p> <p>Always works towards understanding and resolving differences in agendas, objectives and expectations</p>
Communicating Effectively	<p>Thinks about and consistently uses the most appropriate form of communication</p> <p>Gets the right messages to the right people quickly and keeps people informed</p>
Leading Change	<p>Understands and embraces the need for change in order to respond effectively to future challenges</p> <p>Shows that they understand how people feel during change and supports them through it</p>
Implementing Strategy	<p>Regularly challenges service delivery to ensure a more sustainable future to improve the quality of people's lives and the environment</p> <p>Ensures that staff understand how their role actively contributes to delivering the strategy</p>
Managing Resources	<p>Continually evaluates and responds to service needs to increase efficiency, quality and value of delivery</p> <p>Manages budgets within the fixed cash limits</p>
Achieving Results	<p>Follows through on agreed actions in implementing action plans</p> <p>Anticipates issues that may arise and is proactive about tackling them</p>

Focusing on Service Users	<p>Genuinely and consistently aims to make a difference to the individual citizen</p> <p>Ensures services are accessible and are provided fairly</p> <p>Empowers staff to deal with responses on the frontline and provides support where necessary</p>
<p>Political Knowledge and Awareness</p>	<p>Has up-to-date local and national political knowledge and awareness</p> <p>Is aware of political sensitivities but maintains non-political objectivity</p>