

Job Profile

Senior Commissioning Manager

Grade: Reward Band 1

Date created: January 2012 Reviewed May 2025

About the Job

To lead the development, implementation and evaluation of interventions and strategies to protect and improve the provision of Adult Social Care and reduce inequalities as part of the delivery of Council and wider system priorities.

Working across the commissioning cycle to support the Heads of Commissioning in the development and implementation of commissioning plans, ensuring that the council will achieve the expected and desired outcomes for adult social care. This is one of a number of posts that will work flexibly as a team across commissioning, with each taking responsibility for delivering given portfolios and statutory commitments which will change over time in line with business need.

- **This is what we need you to do...**

- Under the direction of the Adult's Commissioning Senior Leadership team (SLT), take responsibility for leading on a specific aspect of the commissioning cycle to meet the strategic objectives of Adult Social Care as outlined in the service plan. ensuring improved outcomes for customers and value for money is achieved through effective procurement, contract management and specification.
- This will include, but will not be limited to the following broad activities:
 - Strategic oversight of high risk, complex and large-scale budget programmes.
 - Developing and delivering a clear work programme to achieve agreed outcomes based on local needs and assets, evidence of what works and good practice.
 - Ensuring that commissioning activities are undertaken in partnership with relevant partners and stakeholders, applying a systems leadership approach to partnership working and developing trusted collaborative relationships with stakeholders including communities.
- Represent Adult's Commissioning and deputising for the Head of Commissioning where necessary at relevant Boards and partnerships for example Integrated Locality Partnerships. This will include presenting to strategic Boards and Committees.
- Line managing and supporting the development employees within the team.
- Leading on work to support the Hub's corporate responsibilities, including but not limited to work on finance, performance, and risk management and escalation and celebrating success.
- Acting as Budget Holder for relevant commissioning budgets and taking responsibility for savings plans, budget monitoring, forecasting, and reporting.
- Work alongside other Senior Commissioning managers and the team to develop commissioning and contract management processes and quality assurance frameworks to enable effective strategic oversight of delivery and informing future delivery and Key Performance Indicators and measures.

- Ensure the smooth running and delivery of a portfolio of work by developing strong, effective and collaborative relationships with customers and stakeholders to allow for strategic planning and delivery.
 - Assessing current and future activities, services and interventions using qualitative and quantitative data, stakeholder feedback and performance information to ensure efficient and effective use of resources in meeting priority outcomes.
 - Providing technical advice and support to stakeholders regarding the development, implementation, and evaluation of contracts.
 - Lead on the horizon scanning, identification, selection and monitoring of indicators and targets relevant to Adult Social Care Commissioning.
 - Lead on developing and delivering communications plans, briefings, and responses for a wide variety of audiences and in different formats.
 - Lead on preparing and producing decision and performance reports and business cases including Cabinet and Scrutiny papers.
 - Working with Councillors and other key stakeholders on strategic and operational objectives.
- Demonstrate a commitment to equality, diversity, and inclusion, including through:
 - Undertaking meaningful and comprehensive Equality Impact Assessments (EIAs); ensuring that appropriate action is taken to enhance positive impacts and mitigate adverse impacts on protected characteristics and health inequalities groups.
 - Ensuring ongoing, meaningful engagement with stakeholders and communities, including those from protected characteristic and health inequality groups to inform planning and delivery.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience in area(s) of commissioning, performance, procurement or contract management.
- A background in social care and/or health
- Building and maintaining productive relationships, including those with stakeholders and partners.
- Managing significant complex budgets and programmes of work.
- Leading, developing and implementing significant changes in the light of changing legislation and policy, and managing the impact across an organisation.
- Leading consultative customer exercises.
- Senior management experience which has resulted in positive change.

Knowledge, Skills and Understanding

- Well-developed planning, analysis, benchmarking and implementation skills.
- Ability to add value through expert knowledge and understanding of the outcome areas within a given portfolio.
- Commercial skills, including business modelling, programme management, procurement and contract management
- Well-developed negotiation and engagement skills.
- Ability to make considered logical and rational decisions in a timely manner and communicate them clearly.
- Highly developed written, presentation and report writing skills, using effective language to convey convincing ideas and arguments and simplify technical and complex information.
- Ability to identify and respond to the political context advising members, lead commissioners or directors where necessary.
- Ability to manage expectations and tensions, including having

- Coaching skills
- Knowledge of service redesign and implementing change
- Knowledge and understanding of Gloucestershire's multi agency safeguarding and mental capacity act for vulnerable adults policies and procedures, and their application in a commissioning context.

Behavioural attributes

- Commitment to GCC Leadership Values and behaviours
- Commitment to GCC equality, diversity, inclusion and co production policies and ethos.
- Personal credibility to provide leadership for professionals and other senior stakeholders.
- Able to cope and function effectively when working in a pressured environment.
- Able to work effectively with people at all levels within the council and its partners and have challenging conversations
- Able to build effective strategic relationships at the highest level.
- Able to engage effectively with customers and members of the public.
- Politically astute.
- Flexible, creative and self-motivated and able to work autonomously.
- Organised and able to meet deadlines.
- Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts of priority.
- Demonstrates the Gloucestershire Leader Behaviours.

Education & Qualifications

Essential

- Graduate level qualification or equivalent professional qualification or

difficult or challenging conversations

- Ability to build, motivate and inspire teams

experience

- High level of Literacy and Numeracy.
- Hold or willing to work towards a qualification in commissioning, purchasing or a related discipline.