

Job Profile

Senior Commissioning Manager

Grade: Reward Band 1

About the Job : To support the Heads of Service in the development and implementation of commissioning plans, ensuring that the council will achieve the expected and desired outcomes in given areas. This is one of a number of posts that will work flexibly as a team across commissioning, with each taking responsibility for supporting given outcome areas (portfolios), which will change over time.

This is what we need you to do...

- Under the direction of the lead commissioner, take responsibility for leading the commissioning and decommissioning process of services for given outcome areas (portfolios) ensuring improved outcomes for customers and value for money for taxpayers is achieved through effective procurement, contract management and specification.
- Develop commissioning plans and make/recommend commissioning decisions to meet identified needs consistent with delegated authority.
- Develop a clear work programme to achieve agreed outcomes based on customer need, evidence informed research and good practice.
- Assess and analyse current and future service provision using data, feedback, and performance information to ensure that efficient and effective services are available to achieve desired outcomes for customers.
- Deliver commissioning plans which reflect customer needs, ensuring that commissioning activities are undertaken in partnership with relevant partners.
- Develop constructive collaborative relationships with customers and stakeholders which allows for strategic planning and delivery.
- Work with providers to ensure there is a broad and diverse range of good quality provision of services available to meet customer needs.
- Ensure appropriate levels of customer and user engagement takes place at all levels of the commissioning process for given outcome areas.
- Lead and support commissioning activities to inform the council and other relevant decision-making bodies.

Special Conditions

- This position is subject to an enhanced Disclosure & Barring (DBS) disclosure as appropriate, and you will be asked to apply for a Disclosure Certificate if you are offered relevant position.

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.
- Experience of working in a council service area e.g. highways, children's services, adult social care etc.
- Building and maintaining productive relationships, including those with stakeholders and partners.
- Managing significant complex budgets.
- 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 difficult or challenging conversations.
- Ability to build, motivate and inspire teams

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

Behavioural attributes

- Personal credibility to provide leadership for professionals and other senior stakeholders.
- Able to cope and function effectively when working in a pressured environment, demonstrating emotional resilience.
- Able to work effectively with people at all levels within the council and its partners.
- Able to build effective strategic relationships at the highest level.
- Able to engage effectively with customers and members of the public.
- Politically aware.
- 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
- High level of Literacy and Numeracy.

Desirable

- Qualification in commissioning, purchasing or a related discipline.