

Job Profile

Commissioning Manager

Grade: 10

Date created: January 2012

About the Job To support the lead commissioners and outcome managers in achieving the expected and desired outcomes in given areas through effective programme management of commissioning plans. This is one of a number of posts that will work flexibly as a team across commissioning ensuring effective delivery of given outcome areas which will change over time.

This is what we need you to do...

- Work with lead commissioners and outcome managers to develop commissioning programmes, clearly identifying capacity requirements within the programme of work.
- Identify, allocate and manage capacity across commissioning programmes and projects.
- Line manage commissioning officers and commissioning support officers, working collaboratively with commissioning management colleagues to identify gaps in skills, knowledge and expertise amongst the commissioning workforce to inform the commissioning workforce development plan.
- Develop and oversee the development of detailed commissioning programme and project plans with resourcing and communication plans.
- Effectively communicate the process of delivering commissioning plans to stakeholders, often in a multi agency environment, delegating where necessary.
- Enable lead commissioners and outcome managers to define and track programme and project success.
- Take a lead on a specific aspect of the commissioning cycle, acting as expert adviser within the commissioning function.
- Closely monitor the management of risk, escalating where necessary.
- Ensure the smooth running and delivery of delegated programmes and projects across the council and its partners.
- Produce high quality progress and outcome reports in an understandable format appropriate to the audience.

Special Conditions

- This position is subject to an enhanced Criminal Record Bureau (CRB) disclosure and you will be asked to apply for a Disclosure Certificate if you are offered the 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.
- Effectively leading and managing staff.
- Experience of building and maintaining productive relationships, including those with stakeholders and partners.
- Experience of managing budgets.
- Experience of successfully leading, developing and implementing programmes and projects.
- Experience of carrying out consultative customer exercises.
- Management experience which has resulted in positive change.

Knowledge, Skills and Understanding

- Well developed planning, analysis, benchmarking and implementation skills.
- 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.
- Well developed written, presentation and report writing skills, using effective language to convey convincing ideas and arguments and the ability to simplify technical and complex information.
- Ability to identify and respond to the political context advising lead commissioners or directors where necessary.
- Leadership and management of high performing teams and successful experience of the management of the range of HR and workforce development requirements.
- Ability to plan and identify capacity required to deliver specific commissioning programmes and projects.
- Ability to manage expectations and tensions, including having difficult or challenging conversations
- Ability to build, motivate and inspire teams.

- Coaching skills
- Ability to identify knowledge in a team and devise strategies for retaining, sharing and managing that knowledge.
- Knowledge and understanding of Gloucestershire's multi agency safeguarding vulnerable adults and children policies and procedures, and their application in a commissioning context.

Behavioural attributes

- Able to cope and function effectively when working in a pressurised 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 communicate appropriately with customers and members of the public.
- Politically aware.
- Flexible, creative and self-motivated.
- 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.
- Able to influence and motivate others.
- Demonstrates the Gloucestershire Leader Behaviours.

Education & Qualifications

Essential

- Graduate level qualification or equivalent experience

Desirable

- Relevant professional, procurement or commissioning qualification or equivalent experience.
- Project or Programme Management qualification or equivalent experience.
- Management qualification or equivalent experience