



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Head of Service; Strategic Commissioning
Job Reference	
Service	Adult Social Care and Health
Team	Strategy, Commissioning and Performance
Location	Shute End/Hybrid Working
Reports to	Service Director: Adults Strategy, Transformation and Commissioning
Responsible for	Commissioning Manager(s) x 3, Operational Commissioning Manager
Grade	SM2
Contract Type	Permanent, Full Time
Hours	Full time, 37 hours per week

Main Accountabilities	
1.	To lead the strategic development of a suite of strategies for Adult Social Care, working with the whole department to keep these current and oversee implementation. Working with corporate colleagues around how these strategies relate to and align with the council plan and other council strategies.
2.	To provide oversight and delivery of the Council's responsibilities to manage the social care market, working with and supporting providers both internal and external to develop and deliver sufficient, suitable and appropriate services to meet current and future demand.
3.	To act as the strategic lead in the assessment, design, testing, implementation, and sustainability of a wide range of transformation and innovation projects and activities within the Directorate. To ensure that all projects are delivered effectively in line with the project methodology and approach most suitable to meet the needs of the Directorate, ensuring a flexible and adaptive way of working.
4.	To manage the delivery of our ambitious capital programme. Working with colleagues from our place and growth department to deliver our strategic housing priorities for the department.
5.	To plan, direct and control allocated project resources in order to ensure that designated projects continue to deliver flexible and effective services and, to sustain a team and working environment capable of meeting the project objectives.





6.	Accountable for the tracking of Programme level related risks across the Council with appropriate escalation and facilitation of risk and assurance sessions with senior leaders to understand potential issues, seek mitigations and provide successful delivery of services.
7.	To provide robust cost management for the Council including the delivery of cashable savings and efficiencies to enable the Council to achieve budgetary targets on external expenditure.
8.	To provide strategic leadership for continuous service improvement that embraces corporate priorities and initiatives, including through the professional development of teams and staff.
9.	To identify future changes in legislation and best practice and using this intelligence to drive innovation.
10.	To work closely with members of the Commissioning Management Team to drive and implement the fast-paced transformation of the Adult Social Care and Health services.
11.	To develop and maintain positive relationships with health, housing and social care providers, ICS and council staff, carers and advocates and elected Members.
12.	To support a culture of strategic thinking and transformational commissioning that delivers best value and improved outcomes for local residents. To model the Council's values, holding yourself and others accountable, and translate organisational objectives into actionable items that inspire others to behave and operate at their best.
13.	To understand and manage the local care provider market, forming and managing productive working relationships with the whole local care sector. Driving quality, innovation and diversity in the care market via a clear market management strategy and market position statement.
14.	To ensure there is a range of good quality services and support is available for our most vulnerable residents, engaging with and helping to shape the market and being strategically responsible for the delivery of all aspects of a high quality commissioning service within the directorate.
15.	To ensure that the Directorate's commissioning activity is compliant with the Council's governance arrangements, the requirements of the Care Act and all other relevant legislation including the current and any emerging local and national Procurement legislation and processes.
16.	To apply a whole system approach to tackling need, managing the market and ensuring the provision and oversight of a wide range of complex services and activities in collaboration with service users and providers.
17.	To deliver innovative approaches to the development of the commissioning of new services, with a focus on the needs of our local community, whilst improving joint commissioning both across the authority and the region, ensuring that all strategies are forward-focused and outcome driven.
18.	To develop strategies which support the delivery of high quality services, working with the whole department to keep these current and oversee implementation. Working with corporate colleagues around how these policies relate to and align with the council plan and other council policies, as well as national social care policy.





19.	Adhere to the council's policies and procedures and promote a commitment to customer care, inclusion and equal opportunities, treating all colleagues and customers with dignity and respect.
20.	To fulfil management responsibilities in line with the Council's policies, procedures and governance.

Person Specification	Essential	Desirable
Education/Qualifications	Education to degree-level or equivalent relevant professional qualifications or expertise.	Membership of relevant professional body.
	Evidence of continuous personal and professional development.	
Experience	Significant experience of successfully managing an strategic service, including; people, budgets and performance.	
	Experience of creating an environment of continuous improvement and innovation.	
	Experience of championing own ideas and obtaining commitment to allow them to be delivered.	
	Experience of successfully delivering change management, particularly in relation to process improvement.	
	Experience of leading complex and major projects to successful outcomes.	
	Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers.	
	Significant experience of leading the development and delivery of policies and strategies.	
	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential.	
Skills/Knowledge	Understanding of the political landscape, legislative frameworks, and regional and national drivers surrounding the areas covered within the portfolio.	





	Managing a local care provider market, forming and managing productive working relationships.	
	Delivering high quality planning, commissioning, and improvement processes to drive change, innovation and excellence in social care commissioning in line with national and local priorities.	
	Providing operational and strategic leadership of the adults commissioning service ensuring the required outputs and outcomes are achieved in line with the council's vision, goals and objectives.	
	Leading the commissioning of good quality and affordable social care and health care services which meet the needs of adults in the borough of Wokingham.	
	Managing a small team of commissioners, to drive commissioning activities, ensure best value and achieve a balanced budget, creatively drawing on a wide range of resources and assets as appropriate.	
Behaviours/Attributes/Technical Skills	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	
	Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience.	
	Evidence of developing strategies which support the delivery of high quality outcomes.	
	Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary.	

Purpose Details





Service Purpose	The Adult Social Care Strategy, Commissioning and Performance Service supports the delivery of efficient and effective services that enable the department to deliver against our Adult Social Care strategy and wider corporate delivery plan. Helping to move Adult Social Care forward ensuring that we have the right mix, capacity and quality of services and, support arrangements to enable people to be as independent as we know they wish to be.
Role Purpose	Working with the Service Director; Adults Strategy, Transformation and Commissioning and other members of the Commissioning Management Team to drive and implement the fast-paced transformation of the Adult Social Care and Health services to deliver better outcomes for people, improved value for money, and a sustainable high quality Adult Social Care system for the people of the borough of Wokingham, in line with our strategic priorities set out in the Adult social Care Strategy. The post holder will take accountability for: • Delivering high quality planning, commissioning, and improvement processes to drive change, innovation and excellence in social care commissioning in line with national and local priorities. • Providing operational and strategic leadership of the adults commissioning service ensuring the required outputs and outcomes are achieved in line with the council's vision, goals and objectives. • Leading the commissioning of good quality and affordable social care and health care services which meet the needs of adults in the borough of Wokingham. • Manage a small team of commissioners, to drive commissioning activities, to ensure best value and achieve a balanced budget, creatively drawing on a wide range of resources and assets as appropriate. • Ensuring that best value is achieved through the commissioning of individual placements and will support the sufficiency within the local social care market.

Supervision and Relationships	
Supervision Received	This post will report to the Service Director: Adults Strategy, Transformation and Commissioning.
Supervision Given	Supervision provided to Commissioning Manager(s) x 3, Operational Commissioning Manager.
Contacts	The Head of Service will be required to maintain positive relationships with health, housing and social care providers, ICS and council staff, carers and advocates and elected Members.

Resources/Budget Management
- Full Time Equivalent Staff 5 FTE (Approx 300k) - Indirect effect on £45m purchasing budget



Special Requirements

This is a politically restricted post, on-call arrangements in exceptional circumstances.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	<N>
Working at Height	<N>
Exposure to Noise (>80-85dB)	<N>
Confined Spaces	<N>
Frequent Display Screen Equipment Use	<N>
Driving for Work	<N>
Hand Arm Vibration	<N>
Lone Working	<N>
Healthcare/Social Contact with Patients	<N>
Blood Borne Viruses Exposure	<N>
Food Handling	<N>
Working with Animals	<N>
Specialised Medical Screening	<N>
Night Working	<N>
Safety Critical Work	<N>

Nature of the Role	Details
Healthcare or Hospital Work	<N>
Working with Children (under 18)	<N>
Working with Elderly/Vulnerable Adults	<N>
Work Environment Details	Shute End/Hybrid Working

Role Involvement	Details
Working with Children	<N>
Working with Vulnerable Adults	<N>





WOKINGHAM
BOROUGH COUNCIL

Both of the Above	<N>
Providing Care/Supervision for Children	<N>
Providing Care/Supervision for Vulnerable Adults	<N>
Both of the Above	<N>
None of the Above	Y

Disclosure and Barring Service (DBS)		Details
DBS Requirement	N/A	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	
Evaluated by:	

