

Adult Social Care Strategic Commissioner Manager Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

Thank you for your interest in the Commissioning strategic manager role within Sefton's Adult Social Care Commissioning and Transformation Team.

We are delighted that you are considering joining us at an exciting time, as we continue to commission and provide services such as Extra Care Housing, Supported Living, Home Care and Care Homes to support people to live independently and safely within their homes and communities.

This pack provides further information about the role and the skills and experience we are looking for. We hope it gives you a clear insight into the opportunity to make a meaningful difference and contribute to shaping the future of Adult Social Care in Sefton. We look forward to receiving your application.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Lorraine Regan
Head of Service Transformation and Commissioning



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

As a Strategic Commissioning Manager, you will play a key role in supporting the development and delivery of ASC services, ensuring that the council and its partners have the right level of provision, from the right providers, at the right quality and cost, to meet the needs of local people now and in the future.

Working within the Adult Social Care Commissioning and Transformation Team, you will help promote independence and improve outcomes for residents across the Borough. The role offers the opportunity to work collaboratively across health and social care, contributing to service improvement, transformation and the delivery of high-quality, person-centred care

The key responsibilities include:

- Support the development and delivery of Sefton's Sefton Adult Social Care strategy
- Coordinate projects, research and service reviews to support commissioning and service improvement
- Work collaboratively with colleagues across Adult Social Care, health and partner organisations



- Promote awareness and understanding of commissioning with a particular focus on supported living and Extra Care Housing
- Support training and engagement activities to build confidence in the use of digital solutions
- Contribute to the development of strategies, business cases and reports to inform decision-making
- Identify opportunities for innovation, efficiency and improved outcomes for people with lived experience
- Monitor and evaluate the impact of commissioned services to support continuous improvement
- Maintain awareness of emerging national and local policies and best practice to inform service development

This role would suit someone who is passionate about improving Adult Social Care through commissioning the right services to enable vulnerable people to remain as independent as possible. You may come from a social care, health, private sector background or other public sector backgrounds.

We are particularly interested in individuals who:

- Have an interest in how commissioning can support independence and improve outcomes
- Enjoy working across teams and organisations to deliver change and improvement
- Are confident communicating with a wide range of stakeholders, including frontline staff and partners
- Have experience of project work, service development, or commissioning activity
- Are proactive, organised and able to manage a varied workload
- Are curious, solution-focused and motivated to explore new and innovative approaches
- Want to make a meaningful difference to the lives of residents and communities

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Monday 27 July** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **W/C10 August**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post:	260359
Directorate:	Sefton Adult Social Care
Location:	Magdalen House, Bootle, L20 3NJ/Agile
Division:	Commissioning & Transformation Team
Post:	Strategic Commissioning Manager
Grade:	L £ 53,460 to £54,495
Reporting to:	Head of Service Transformation and Commissioning
Responsible for:	1 x Commissioning Officers 1x Contract Manager Additional roles as commensurate to the grade and nature of business

The Post will:

1. Provide leadership and management across the Commissioning Service, specific work will be directed by the Head of Service. The role will develop and implement commissioning strategies across Sefton, working closely with the local community and a wide range of partners to ensure commissioned services offer choice, control, promoting quality of life and the independence of people across Sefton.
2. Ensure good quality, sustainable care and support markets that will meet the care and support needs of local people, ensuring commissioned services meet the local authority, health, and corporate objectives whilst delivering high quality outcomes to people who use the services, their carers, and the wider population.
3. To undertake a range of complex commissioning (with a particular emphasis on Extra Care Housing and Supported Living), performance and procurement project work to enable services, available from independent and third sector providers, to continually transform and evolve to match:
 - The needs of the service users (as identified by the Joint Strategic Needs Assessment (JSNA) and Health and Wellbeing Board.
 - The priorities and resources of the commissioning authorities.
 - Best practice, national and regional local policy.



MAIN DUTIES

1. To commission Adult Social Care services for Sefton in line with business need, which ensures capacity and quality of service supply within the given financial parameters of the commissioning budget; this may require leading the closure of services.
2. To oversee the commissioning of Adult Social Care and Health services that support, working age adults and older people to live independent lives through a variety of innovative solutions.
3. Alongside key stakeholders and partners, play a leading role in the development and periodic review of local strategies and commissioning intentions.
4. Work collaboratively with local providers to co design services, leading from a solution focused mindset to solve problems, risks and issues.
5. Work collaboratively across the Commissioning Service to develop and shape local provider markets to ensure inclusive and innovate services are provided in the local community.
6. To ensure services are delivered within the financial scope and that's services demonstrate value for money, and social value.
7. To ensure that effective commissioning is evidence-based on local demographics, market tested, and that contract management and service review processes are in place and operating to all required standards.
8. To be responsible for the timely procurement of contracts in line with the agreed plans, including taking lead responsibility for the development of service specifications and performance indicators and for contract negotiation, in liaison with the procurement, legal and finance teams



9. To develop appropriate service specifications with contractual arrangements and key performance indicators (KPIs) that support the monitoring and performance of services by contract monitoring staff.

10. To contribute towards the development of good working relations and collaborative arrangements with relevant third-party organisations including private, voluntary and other public organisations and, working closely with NHS commissioners where appropriate, to provide visible and motivational leadership across the systems relating to these service areas, with the aim of instilling a common sense of purpose and a shared commitment by all to the agreed strategic aims.

11. To produce and present reports to relevant decision makers including senior managers, multi-agency groups, boards and elected members.

12. To undertake engagement, consultation and coproduction with service users, carers and providers to inform commissioning intentions which reflect local peoples identified outcomes.

13. To manage budgets for contracted services within this area which sit outside of operational control, ensuring that all necessary processes and procedures are carried out in a timely and effective way.

14. To maintain an awareness of other cross-cutting priorities and funding streams and actively seek opportunities to reduce duplication and maximise opportunities.

15. To provide effective leadership and management of staff; including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.



16. Work closely with housing providers and housing colleagues to agree sites and schemes for new-build extra care provision and specialist supported housing, and support developers to obtain Planning approvals for schemes.
17. Identify any suitable Council owned sites for EC provision, obtain approval for disposal, and lead on taking the site to the point disposal.
18. Work with housing partners to ensure that we make best use of any external grants or subsidies available to support development (eg Homes England).

SPECIAL CONDITIONS

- The post-holder will have line management responsibility and be responsible for oversight of the work plans of Commissioning Officers (and other roles deemed appropriate) supporting the portfolio.
- The work may involve leading, managing and attending meetings which take place outside normal working hours.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.



The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.



**PERSON SPECIFICATION
STRATEGIC COMMISSIONING MANAGER**

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<p><u>QUALIFICATIONS/TRAINING</u></p> <p>Graduate level qualification (or working towards) or equivalent experience in Social Care or NHS.</p> <p>Working towards a relevant professional, procurement or commissioning qualification</p> <p>Evidence of continuous professional development</p>	<p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>EXPERIENCE</u></p> <p>Demonstrable experience of working in partnership with stakeholders, particularly within health and social care, to bring about change to improve the wellbeing of local communities.</p> <p>Experience of programme and or project management.</p> <p>Proven experience of commissioning major contracts and making improvements and changes to significant service provision.</p> <p>Experience of managing complex budgets effectively.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Experience in commissioning, performance, procurement and contract management.</p> <p>Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and people who use services.</p>	<p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p>



<p>Excellent literacy and the ability to prepare clear concise written reports (e.g., strategies, business cases, service reviews, specifications)</p>	<p>E</p>	<p>AF/I</p>
<p>Experience of carrying out and leading co production activities with local communities and residents. Ensuring that people who use services have a voice in all commissioning activity.</p>	<p>E</p>	<p>AF/I</p>
<p>Experience of using and analysing management information, quantitative and qualitative for both performance monitoring and reporting.</p>	<p>E</p>	<p>AF/I</p>
<p>Well-developed negotiation and engagement skills.</p>	<p>E</p>	<p>AF/I</p>
<p>Ability to make logical and rational decisions in a timely manner and communicate clearly.</p>	<p>E</p>	<p>AF/I</p>
<p>A high level of competence in using standard IT packages including word processing, excel, data analysis packages with the ability to prepare and deliver presentations.</p>	<p>E</p>	<p>AF/I</p>
<p>Excellent leadership and staff management skills including influencing, negotiating and motivating. Ability to lead challenging and complex situations such as investigations, complaints and HR processes.</p>	<p>E</p>	<p>AF/I</p>
<p>In depth knowledge of all end to end commissioning processes and knowledge of and application of local, regional and national commissioning priorities.</p>	<p>E</p>	<p>AF/I</p>
<p>Experience of Extra Care Housing including</p>	<p>E</p>	<p>AF/I</p>
<p>Understanding of the local authority role in developing and delivering regulated services for adults and in receipt, or eligible for, adult social care.</p>	<p>E</p>	<p>AF/I</p>
<p>Ability to represent the team, and Adult Social care on specific matters locally, regionally and</p>	<p>E</p>	<p>AF/I</p>



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Prepared by: Lorraine Regan

Date: 8 July 2026

- AF = Application Form
- I = Interview
- T = Test
- P = Presentation

