

POST TITLE	TEAM LEADER COMMISSIONING
DIRECTORATE	HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	COMMISSIONING
RESPONSIBLE TO	SERVICE MANAGER COMMISSIONING
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Responsible for leading and managing the Partnership commissioning team including working with other Team Leaders to manage a rotation of planning, commissioning and contracts officers.

Responsible for ensuring the commissioning team provides effective commissioning from the independent sector across a wide range of services in order to deliver on Partnership and IJB plans and strategies.

Work closely with other team leaders and managers in Strategic Planning, managers and clinicians in Partnership services and in the Council and NHS as well as with external stakeholders such the Scottish Government and independent sector in order to provide the most effective commissioning function.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide leadership, support and supervision to team members. Lead the team in order to meet demand, manage risk and operate in ways that are consistent with statutory duties and NHS and council policy and procedure. This includes appropriate allocation of workload to team members and management of a rotation of team members with commissioning and contracts.
- The postholder will be a key member of the management team for the commissioning function taking responsibility for day to day activities, ensuring commissioning plans are developed and delivered and that ad hoc requirements are responded to quickly and fully.
- To ensure implementation of appropriate systems in the team, including internal systems for recording and tracking commissioning activity and systems to interface with other teams in Strategic Planning.
- The postholder is responsible for ensuring that performance is achieved and will escalate issues of serious concern to the Service Manager and take effective action in cases where performance is not achieved.
- To develop and implement an overall commissioning programme that includes a wide range of services and delivers on Partnership and IJB plans so that there is a clear timetable for commissioning activity that supports the overall requirements of the Partnership and IJB.
- Work closely with colleagues in Council and NHS procurement and contracting teams to ensure alignment of commissioning plans with each organisation's legal and regulatory requirements.
- Work closely with the Planning and Contracts functions in the Partnership to develop a programme of integrated activities to ensure that planning priorities are supported by a commissioning plan that is delivered through contracting activity.

- Work closely with the Contracts team to ensure feedback on implementation of commissioning plans through contracts and to ensure flow of information on contract performance to support future commissioning work.
- To be an expert resource for the commissioning function and more widely, advising the Service Manager, Head of Service and other senior managers on commissioning tools, legal and regulatory requirements and leading development of new commissioning approaches.
- Ensure the quality of commissioning outputs by the team by working closely with team members on use of data to support commissioning, reviewing deliverability of commissioning plans, ensuring the views of the independent sector are taken into account, ensuring team members are aware of market trends and public sector policy.
- Review draft commissioning plans before finalisation either for consultation or for decision-making by senior manager or committee. Escalate the most significant draft plans to the Service Manager for review and approval.
- Lead for the commissioning function on development of team plans for continuously improving the commissioning function while ensuring consistency with wider council and NHS policies and procedures.
- Represent the commissioning function in discussions with stakeholders e.g. NHS and Council about commissioning approaches and priorities.
- To provide advice and guidance to the Service Manager and Head of Service in relation to any issues raised by commissioning plans which might have wider implications e.g. significant risks to individual providers.
- To identify and develop information systems which effectively gather data on commissioning activities internally and externally for the purposes of performance monitoring and reporting
- To prepare reports and audits for the Service Manager and Head of Service including recommendations for actions, using complex data sources on commissioning issues e.g. market capacity to deliver on strategies, risks to providers, commissioning programme, activities and themes and attend committees and management groups to present these e.g. Strategic Planning Group, Executive Management Team and IJB
- To undertake additional tasks as directed by the Service Manager, taking into account the wider needs of the commissioning function and the skills and strengths of the post holder.
- To manage colleagues within the policies and procedures of the Council and NHS, promptly advising the service manager regarding any issues which may require to be considered in relation to disciplinary procedure, absence management, fair treatment and grievance.
- To design and deliver training for colleagues in the Commissioning Team and in operational services on commissioning to ensure full understanding of processes and programme.

HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Educated to degree level in a business or numerical subject or equivalent relevant experience.
- Post graduate qualification in public sector procurement or equivalent experience.
- Previous experience of working in health and social care services is required to enable an in-depth understanding of service issues.
- Specialist knowledge and experience of project management and methodologies.
- In depth understanding of legislation and national policy on commissioning and contracting in the public sector.
- Previous experience in commissioning in complex multi-function services.
- Previous experience of analysing and presenting complex data.

- Previous experience of managing staff and budgets
- They will provide supervision to their team members and will help them think through and identify solutions and responses e.g. recommendations on contract structure and volumes in commissioning plans.
- Will have daily contact with members of their team. They will have regular contact with their line manager and managers in Council and NHS responsible for procurement and contracting.
- They will have significant contact with managers and professional staff within services and will be expected to use these relationships to support development of policy and procedure in ways that help to improve services.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Manages the delivery of a high performing team that meets performance indicators and takes management action when performance falls below what is required. This requires the management of competing priorities for allocation of commissioning resources.
- Operates with a level of autonomy and will take a high level of personal responsibility for standards of work and quality of outputs.
- The team leader will be based in an office environment within a team context.
- The post holder will be required to manage a service which develops thorough and challenging plans, but will also be required to meet demanding performance targets.
- The post holder will require excellent communication skills and political awareness.

SUPERVISION AND MANAGEMENT OF PEOPLE

Responsibility for the direct management of 5 FTE Planning/Commissioning Officers at Council Grade 8 and NHS Band 6

Total colleagues in the Team Leader's service area is 5.

Responsible for working with other Team Leaders in commissioning and contracts to manage a rotation of these staff with other functions.

RESOURCES

The post will be responsible for a range of office equipment and will update and maintain data.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.