

## **Job Profile – Assistant Director People Commissioning (AD2)**

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**Department:** Adult Social Care

**Responsible to:** Strategic Director Adult Social Care and Health

**Responsible for:** Commissioning and Market Development (Adults, Children and Public Health Services)

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### **Job purpose**

Lead on the commissioning, contract management and quality improvement for all services within adult social care, children's social care and public health. Lead the business support functions, income and charging and assurance of adult social care by the Care Quality Commission.

Build, nurture and sustain effective multi-agency partnerships ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

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### **Corporate responsibilities**

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.
5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
6. Ensure effective, efficient and sustainable use and management of resources in accordance with Council Standing Orders and Financial Regulations.
7. Ensure all decisions are based on sound risk management principles which comply with Council procedures and processes within its financial, legal and statutory frameworks.

8. Take collective responsibility for the delivery of the Council's transformation programmes.
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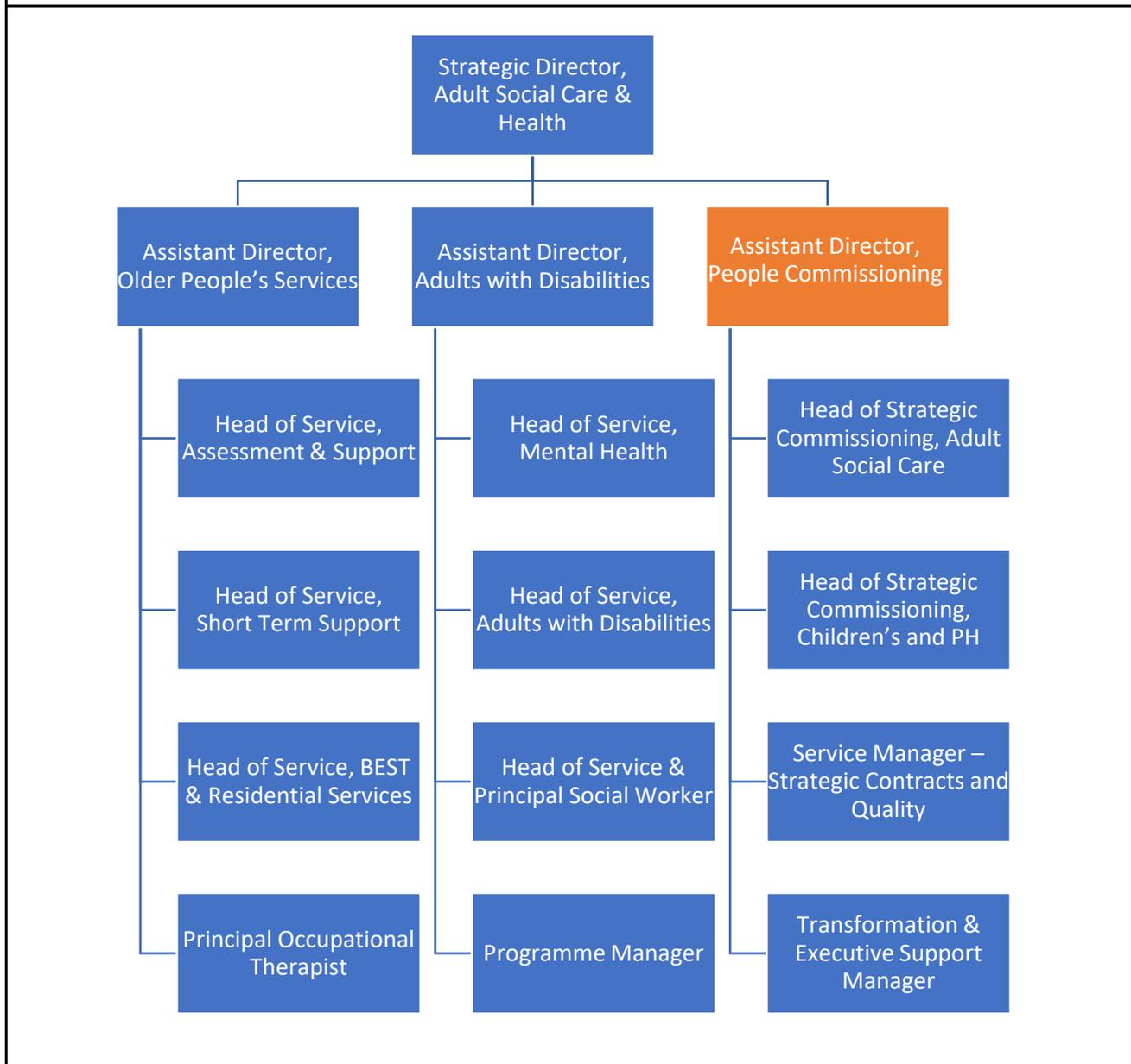
### **Service focused responsibilities**

1. Lead the Council's commissioning teams for care and health services, oversee the development of commissioning strategies, adhere to the Council's finance and contract regulations and deliver value for money on contracts worth in excess of £200m per annum (gross).
2. Build capacity at a locality level in voluntary and community sector organisations to support early help, preventative and personalised services for people - and to promote the changing relationship between citizens, the wider community and state.
3. Work jointly with NHS Commissioners and Providers to develop models of integrated service delivery to meet the health, social care and wellbeing needs of the District.
4. Meet the Council's duties under the Care Act 2014, the Children and Families Act 2014, the sufficiency duties in the Children Act 1989 and statutory requirements of Public Health for commissioning, market development, quality improvement, care provider failure, and ensuring choice and control for its citizens;
5. Develop models of integration for these core functions needed for joint service delivery with the NHS, for example quality assurance, management information systems, integrated client records and manage the Section 75 agreement with the NHS
6. Further develop the personalisation agenda across adult and children's service and the NHS and develop strategies for ensuring greater choice in services through direct payments and personal budgets.
7. Develop strategies for addressing health inequalities and supporting health improvement initiatives in conjunction with the Strategic Director for Children's Services, Strategic Director for Adult Care and Health and Director of Public Health. Work with the Childrens Trust to undertake strategic commissioning for children's social care.
8. Jointly responsible for delivering transformational change within Adult Care and Health and ensuring deliverables are achieved through a range of service delivery models, and manage the department's transformation and support team to deliver effective internal business support, performance management and service planning, including the Financial Support Service (Adult Social Care financial assessment & charging).
9. Enable quality assurance and investigation of independent service providers to ensure that services purchased on behalf of service users are of the right standard and quality, taking action when services fail to deliver to agreed standards.
10. Act as Relationship Manager with external regulatory and/or regional bodies, for example Care Quality Commission, NICE, WY NHS Integrated Commissioning Board
11. Ensure mechanisms are in place for user and carer, citizen and community engagement and secure their participation in service design, monitoring and review, to include chairing multi-agency partnerships involving statutory and VCS partners, service users and service providers.

**Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role**

- Manage a gross budget in excess of £14 million through robust resource allocation systems to ensure that services are targeted to meet eligible care needs, explain variations to budget and take appropriate action to manage within resources
- Responsibility for a workforce of circa 100 staff
- To regularly meet with very senior leaders within the council, NHS and other statutory partners and elected councillors to promote the council's business

**Structure Chart (role of direct reports)**



## Person specification – Assistant Director People Commissioning

<p><b>Qualifications</b></p>	<p>A professional, academic or management qualification or relevant professional senior management experience</p> <p>Evidence of sustained personal and professional development</p>
<p><b>Experience</b></p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment</p> <p>Experience in the development, presentation and implementation of complex strategy and policy in a relevant area</p> <p>Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture</p> <p>Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives</p> <p>Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination</p>
<p><b>Skills and knowledge</b></p>	<p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services</p> <p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility</p>

	<p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly</p> <p>IT literate and able to manage information systems as necessary</p>
<b>Other requirements</b>	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>To participate in the Corporate Management Team (CMT) Emergency Duty rota</p> <p>This post is subject to DBS requirements</p> <p>This post is politically restricted</p>

<b>Completed by:</b>	<b>Iain Macbeath</b>	<b>Date:</b>	<b>20/4/23</b>
<b>Quality checked: (HR)</b>	<b>Kerry Pelkowski</b>	<b>Date:</b>	<b>28/4/23</b>