Assistant Director for Commissioning

Indicative Salary Range: £105,000 to £120,000 p/a

Reports to: Deputy Chief Executive

Job Purpose
To lead and develop a joint commissioning strategy and quality assurance function for services in Adult Social Care, Children’s Services and the voluntary sector. Ensure the services commissioned therein are delivered within a robust contracting framework based on the principle of user and care-led services.

Context
The post is accountable for the strategic development, delivery and management of joint and integrated commissioning for the Council. This is a cross-organisational and cross-sector post which will improve the overall quality of care provided. The post holder will create a defined strategy to develop proactive and commissioning between Children’s Services and Adult Social care.

Statutory Responsibilities
Deliver the specific responsibilities of the role listed below within the context of the legal framework. Ensure delivery of strategy within needs of Council and statutory requirements.

Specific Responsibilities
1. Develop and implement user-led and/or carer-led contractual framework and joint commissioning strategy to deliver value for money commissioned services under your remit.
2. Develop, foster and manage close communications channels and understanding between Adult’s and Children’s Social Service departments and ensure commercial strategy suits both.
3. Provide strong commercial leadership and direction for the commissioning of services within Children’s and Adult Social Care.
4. Provide commercial advice and leadership across the Council on commissioning.
5. Improve the overall quality of care of services commissioned by creating clear ‘commissioning pathways’ based on the customer requirements.
6. Eliminate duplication of commissioned services under your remit.
7. Drive improvement by ensuring tight financial control.
8. Devise qualitative and quantitative evaluation methods for all suppliers and contracts under your remit to ensure delivery of goals.
9. Ensure commissioning plans are produced with service users and carers for services under your remit.
10. Develop a comprehensive understanding of the local market and work with providers to put in place initiatives to ensure the market can respond.

11. Be accountable for applying corporate and national policies in a way that makes the most efficient use of resources to support local needs.

12. Ensure close, proportionate and appropriate alignment to the Adults, Children’s, Health, Public Health and Health Commissioning agendas by ensuring and maintaining strategic coherence, budgets and performance.

13. To produce an area specific service plan that will underpin, and that is in support of, the achievement of the corporate plan.

14. To deputise for your line manager if required.

Corporate Responsibilities

As an Assistant Director in the London Borough of Haringey the post holder will be expected to behave in accordance with the Haringey leadership framework and the accountabilities framework. They will be expected to conduct their duties within professional and legal standards and more specifically they will be expected to:

- Lead and work collaboratively across all service areas with other senior managers in order to generate efficiencies and create synergies wherever possible;
- To influence and contribute to delivering objectives set out in the corporate plan;
- Instil in direct reports the imperative for accountability, responsibility, collaboration and integration with other areas across the Council;
- Drive significant cultural change through the corporate infrastructure;
- Effectively lead and manage staff (set, monitor and evaluate objectives on a yearly basis);
- Be totally accountable for associated budget, and have affordable plans in place to deliver the Medium Term Financial Plan;
- To be a named member of the Gold Emergency Planning Rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures;
- The post holder must ensure that Health & Safety legislation and the Council’s Health & Safety requirements are complied with and monitored within;
- Be aware of and comply with the Council’s Equal Opportunities Policy.

Functional Areas

Youth Commissioning
Early Years
Early Help
SEN
Alternative Provision
Intelligence and Insight
Adult Commissioning
Accountabilities Framework

**Strategic Direction:** Post holders will be expected to think strategically, looking forward across a typical horizon of five years they will be required to scan the external environment and anticipate the impact of external forces. Thinking involves setting policy frameworks and objectives for others to ensure integration between function and sub-functions in pursuit of collective goals.

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### Core Accountabilities

#### Expert & Advisory Accountabilities

**Political Management**

Provide strategic advice, guidance and challenge to Cabinet and members in the setting of political objectives and priorities and in developing appropriate strategies for achieving them.

**Professional Leadership**

Ensure that authoritative professional leadership is provided across broad range of disciplines which sets a clear professional direction across the Council based on national best practice.

#### Customer & Market Analysis

Lead the strategic commissioning of outcomes for the citizens and communities across a broad range of services based on thorough customer and market analysis and effective service planning, design and procurement.*

#### Market Development

Lead the strategic development of the broad marketplace including shaping and stimulating markets to access appropriate and relevant public, private and voluntary sectors capabilities to deliver the best possible outcomes for the citizens and communities of Haringey.

#### Partnership Development

Lead the development of strategic relationships for the Council with a broad range of external organisations to enable the development and delivery of effective outcomes through collaborative, joined-up working.

#### Programme & Project Management

Act as the accountable sponsor for strategic programmes and projects across the Council ensuring that they are initiated and governed in an effective manner in order to achieve their intended benefits and goals.

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#### Financial & Resource Management

Own and delegate significant financial budgets and resources, on behalf of the Council, ensuring that they are focused towards the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

#### Business Planning & Risk Management

Lead the development of business strategies for the Council and its partners which are focused on achieving the political objectives and priorities which are focused on achieving the political objectives and priorities of Haringey and which ensure that all associated risks are identified and understood.

#### Leadership and people management

Act as a strategic leader building strong, visible and collective leadership between cabinet, senior officers and partners which builds a culture of high performance, inspires people and supports the delivery of Council objectives.

#### Customer Experience

Set a strategic focus across the Council and its partners on delivering an inclusive and outstanding customer experience to all of the citizens and communities of Haringey.
Role Types

Partnership (Collaborative) Roles: These roles identify and are responsible for the outcomes that need to be achieved to best meet the needs of the citizens and communities of Haringey. These roles are hybrids with shared accountability for outcomes but with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results. At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

Delivery Roles: These roles are the more traditional ‘front line’ service delivery roles. Here, post holders are directly accountable for performance, often through the direct controls of significant resources or through managed contracts. At the lower levels, operational managers may oversee a department or team. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Expert & Advisory roles: These roles provide a broad service that set policy and provide advice to support and assure all of the Council’s day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders. At the lower levels, these roles tend to focus on research and analysis and the interpretation and implantation of policies. At the higher level, post holders set strategy, develop policy and provide assurance across the Council more broadly.

Work Levels

Strategic Direction: Post holders will be expected to think strategically, looking forward across a typical horizon of five years they will be required to scan the external environment and anticipate the impact of external forces. Thinking involves setting policy frameworks and objectives for others to ensure integration between function and sub-functions in pursuit of collective goals.

Strategic implementation: Thinking is associated with the variable application of policy locally. Post holders will be required to re-shape policy to fit within the local environment, turning functional policy into reality. Thinking goes beyond the year ahead and is required to be open to external influences.

Tactical Implementation: Post holders will be required to translate policies into operating procedures. Thinking is essentially concerned with the year ahead, although with a clear understanding of likely longer term developments. Solutions to problems will be designed to meet set objectives in line with the existing internal or external environments.

Operational management: Thinking is concerned with the interpretation and tactical application of policy to support local needs, i.e., how can policies be satisfactorily applied to a particular area of the borough. In order to contribute to wider policy decisions, post holders will provide feedback on how policies impact locally.
For Recruitment Purposes - Person Specification

The post holder will be expected to demonstrate associated qualities from the Leadership Framework and the Accountabilities Framework. In addition, the successful candidate will have attained:

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level and/or relevant work experience</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Management qualification (e.g. MBA)</td>
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During the selection process a successful candidate will be required to evidence:

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<tr>
<th>Knowledge &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Detailed understanding of legislative and contextual framework affecting the work of the work acquired through experience and/or qualification.</td>
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<td>Extensive knowledge and understanding of health and social care needs of vulnerable adults and children including relevant legislation and statutory frameworks</td>
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<td>Understanding of current relevant legislation, government policies and procedure and general direction of government thinking</td>
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<td>Proven experience of managing and delivering services in a multi-agency social care environment</td>
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<td>Successful track record of commissioning activities and managing commissioning relationships in the public sector</td>
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<td>Managing large and/or multiple budgets</td>
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<td>Leading and influencing commercial negotiations and partnership arrangements</td>
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<td>Managing large teams of people (cascading responsibilities)</td>
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<td>Experience successfully managing change</td>
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