

Job Description

Job Title	Strategic Commissioning Manager - Prevention and Early Intervention
Directorate	Adult Care and Health
Service Area	Commissioning
Grade	9
Competency Level	2
Salary	£48,474 - £53,577
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A8883

Job Purpose

Working with the Director for Strategic Commissioning and other members of the directorate 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 Liverpool, in line with our strategic priorities set out in the Adult Social Care Strategy.

This Team will lead the strategic commissioning, development, and implementation of prevention and early intervention services. It will provide skilled interpretation of key data sources and lead on the commissioning of a wide range of services. The team will deliver expert understanding of analytics/demographics and use co-production to shape community-based service delivery in areas of provision such as information and advice (including self-service), advocacy, carers initiatives, specialist housing including homelessness and tech-enabled care. It will also lead partnership working across a number of internal and external stakeholders, including Housing, Neighbourhoods, Community Services, Public Health, the ICB and the third sector to develop a coordinated, strength-based approach, that enables people to co-produce solutions that enable them to remain independent for as long as possible to prevent, reduce or delay the need for long term support.

Directly Responsible For:

The Strategic Commissioning Manager (Prevention and Early Intervention) will also take responsibility as required, for aligned coordinators responsible for undertaking activity linked to strategic commissioning, Quality Assurance and prevention and early intervention.

To note, the post holder may also be required to support other managers within the service, as required, and under the direction of the Director of Strategic Commissioning.

Directly Responsible To:

Senior Strategic Commissioning Manager - Prevention and Early Intervention

Main Areas of Responsibility:

- To support the Senior Strategic Commissioning Manager in the development of the directorates Prevention strategy in line with the transformational

approach that promote community based initiatives to support people to remain in their own homes longer.

- To support the development of the operational delivery of Self-Directed Support with other members of the Commissioning and Preventions teams to provide personalised, choice and control in the delivery of services.
- With guidance from the Strategic Commissioning Manager to operationally facilitate the market around Self Directed Care creating a suite of services that support the approach. This will require the ability to co-produce the services in line with the Co-Production Strategy developed with the Heads of Service (Strategic Commissioning), other Organisations and People.
- The Strategic Commissioning Manager - Prevention and Early Intervention will be expected to draw on their experience to support the delivery of a suite of tools and frameworks to operationally deliver the approach to Co-Production.
- They would also be expected to operationally support the maintenance and development of user-led services and initiatives to better provide Commissioning, the Council and Partners with and understanding of the outcomes required by People, Carers and experts by Experience.
- To frequently encounter and read documentation from Adult service areas that is upsetting/sensitive in nature, as it assists as a reference in decision making in the relevant areas of work.
- To support the Senior Strategic Commissioning Manager in the development of an environment of learning that builds on the data and intelligence from service provision to develop solutions for hard to reach groups.
- To support the delivery of the Carers strategy in line with that operational approach to develop with Carers a range of services to support their critical role for the Health and Social Care Community.
- To work with Housing colleagues on a range of accommodation options to support people to stay at home longer. This will include the development of the Extra Care Strategy.

- To support the Senior Strategic Commissioning Manager on matters relating to Housing and Homelessness and develop the strategic approach with other senior officers in the Council and the implementation plan.
- To provide an operational support role in the delivery of a range of technological/digital solutions to aid and support people to remain as independent as long as possible.
- Support and maintain the operational and technical commissioning of adult social care services as part of our voluntary sector strategy.
- Working with the Senior Strategic Commissioning Manager, Head of Service and a range of internal and external stakeholders to shape and deliver local priorities as set out in the Adult Social Care Voluntary Sector Strategy.
- Maintaining high quality, effective services that demonstrate value for money and enable us to meet the requirements of the Care Act 2014 and future social care reforms.
- Supporting the Senior Strategic Commissioning Manager in the understanding of the local market of care providers, stimulating a diverse range of care and support services to ensure sustainability and maximise outcomes for adults in Liverpool.
- Where necessary take ownership of problems that require the need to interpret policies to determine a viable solution and, develop new procedures or recommendations to changes to policy to avoid similar problems occurring in the future.
- Take the lead to strongly influence and negotiate – often over contentious issues- with a variety of external partners where failure to negotiate a fair agreement would impact on the level of service delivery that can be achieved.
- Take the lead on medium to long term projects and plans to implement new initiatives that are outlined in the wider strategies developed by the Head of Service.

- To develop and maintain positive relationships with health, housing and social care providers, ICB and Council staff, carers and advocates and elected Members.

Supervision and Management Responsibility:

This post will provide strategic leadership and management to a small team of commissioning specialists. The post holder will be required to facilitate these specialisms and:

- Create a culture and environment of innovation, integration and creativity to empower communities, service providers, wider stakeholders and other commissioners to generate new solutions and ideas.
- Monitor performance, performance management of teams and individuals, including programme management within work packages assigned on task finish basis.
- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Cost centre duties to personally authorise expenditure.
- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Graduate level qualification (or working towards) or equivalent experience (A)
- Working towards a relevant professional, procurement or commissioning qualification (A)
- Evidence of continuous learning (A)

Desirable

- Graduated with a relevant professional, procurement or commissioning qualification
- Project or programme management qualification
- Management qualification

Experience

Essential

- Experience of leading and managing staff (A/I)
- Experience in areas of commissioning, performance, procurement or contract management (A/I/P)
- Experience of working within council service areas or health settings in adult services or children's services or experience working within health sector providers (A/I)

- Experience of building and maintaining productive relationships including stakeholders and partners and developing co-produced strategic outcomes (A/I)

Desirable

- Experience of carrying out consultative customer exercises
- Experience of using management information, quantitative and qualitative for both performance monitoring and reporting

Skills/Abilities

Essential

- Well-developed negotiation and engagement skills (A/I)
- Ability to make logical and rational decisions in a timely manner and communicate them clearly (A/I)

Desirable

- Well-developed written, presentation and report writing skills, using effective language to convey convincing ideas and arguments and the ability to simplify technical and complex information
- Ability to build, inspire and motivate teams

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council