

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Commissioning Manager
Salary:	£50,884 - £53,936 (OCC) £45,753 - £51,668 (CCG) The successful applicant will be employed by OCC unless you are currently employed by the NHS and wish to maintain continuity of service.
Grade:	15 (OCC) 8a (CCG)
Hours:	37 (OCC) 37.5 (CCG)
Team:	Strategic Commissioning
Service Area:	Health, Education and Social Care Commissioning
Primary Location:	County Hall, Oxford
Budget responsibility:	Yes
Responsible to:	Lead Commissioner
Responsible for:	Commissioning Officers, Commissioning Support Officers

Job Purpose

The role of commissioning is to understand the population, their resources, needs, and aspirations, now and in the future. We plan with local people, and our organisational partners, to make the most effective use of local resources and develop solutions to meet needs and aspirations. We create an environment where we, local people, and organisational partners can deliver outcomes with consistency using the right skills and services in an appropriate vehicle. We support continuous improvement so we can be even more ambitious for our organisations and communities in the future.

We strive to achieve this in partnership with local people, NHS commissioners, districts and city council, and providers. This promotes a person-centred, place-based and outcomes focused approach

across our whole local system.

We support our organisation, local people and partners to look forward, using analysis and evidence to inform plans, manage risks appropriately, apply insight and develop the market to enable the right services for our local people. We drive change so people receive the right service for their need while ensuring the best possible value is achieved, being flexible to allow for different circumstances and applying our specialisms. We learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The postholder will lead on strategic commissioning activities for Health, Education and Social Care, including developing services and new ways of working to meet the needs and deliver outcomes for people in Oxfordshire. They will be primarily aligned to one of the following tiers of need, as well as taking lead responsibility for a specific life stage (Children, working age adults, older people), working closely with the relevant operational services and providers to ensure appropriate services are in place.

Tier of Need	Description
Promote and Prevent	Working with the whole population to prevent health and care needs and build more resilient communities. This can involve promoting good health and wellbeing, providing early help to prevent needs from increasing, improving self-care so people are better able to manage their own lives and conditions, and tackling health & social inequalities and wider issues.
Improve and Enable	Offering proactive and targeted support for people who are more vulnerable, reducing their needs or delaying or preventing the need for more intensive support. This can involve maximising independence and community support, enabling recovery from ill health or poor life event, and providing targeted proportionate care and interventions at moments of crisis.
Support and Protect	Providing support to people with long-term or chronic conditions, or those who are highly vulnerable. This will help to manage their needs and support them to live their best lives. This can involve providing access to specialist services they require and co-ordinating person-centred treatment and care in particular settings when people need it.

The postholder will lead teams of Commissioning Officers and Support Officers through matrix management arrangements to deliver specific commissioning work, based on strategic priorities as determined by Lead Commissioners. They will also line manage a number of Commissioning Officers and Support Officers for the purposes of performance management and workforce development.

The role will require joint working with other Council directorates, Health colleagues, providers, communities and other partners, therefore building effective working relationships and developing holistic opportunities is vital.

Job Responsibilities

- To identify and drive the development of strategic opportunities across services for Health, Education and Social Care, supporting the delivery of strategies and outcomes across Oxfordshire for their primary tier of need.
- To engage with colleagues across the Council, Health and other partners to identify and develop the opportunities for joint commissioning, service enhancements, innovation and efficiencies.

- To define and agree outcomes, service needs, approaches, performance targets and other requirements which ensure services contribute to the strategic aims, quality and value of the council and its partners.
- To apply research, analysis, knowledge and expertise to develop and influence strategies and make evidence-based commissioning decisions which deliver outcomes, quality and value for the people of Oxfordshire.
- To promote and enable collaboration, co-production and the voice of the service user throughout the commissioning cycle.
- To ensure compliance with all legislation and government guidance as they affect services in their primary tier of need, including financial, procurement and other regulations, as well as supporting consideration across all tiers.
- To connect strategies, services and relevant commissioning opportunities across the council, Health and other partners for their relevant Tier of Need, as well as informing similar activities across other tiers.
- To prepare and co-ordinate plans for commissioning, procurement and contract management activities, managing priorities and the use of commissioning resources to deliver the strategic objectives of the council and partners.
- To manage relationships and ensure all relevant stakeholders contribute to strategies and service proposals that will deliver the required outcomes, quality and value.
- To work with the corporate Hub and other stakeholders to lead day-to-day relationships and activities for procurement and contract mobilisation related to their primary tier of need and other priorities.
- To work with the Quality and Improvement managers and corporate Hub to facilitate effective contract management, quality assurance, commercial opportunities and sustainability for their areas of responsibility.
- To work with the Quality and Improvement managers to inform and facilitate effective market shaping and development which will meet the current and future needs of the Council and partners.
- To drive the delivery of relevant commissioning projects and change management, ensuring the effective and efficient delivery of the required outcomes and benefits.
- To line manage Commissioning Officers and Support Officers, ensuring their team has the relevant capabilities, capacity and culture to deliver commissioning priorities efficiently and effectively.
- To be responsible for effective commercial management for their primary tier of need, managing allocated budgets and ensuring appropriate commercial arrangements are in place to support quality and value of services.

To undertake any other duties commensurate with the grading of the post.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The

selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
A degree level or equivalent qualification or relevant professional experience commensurate with the role	A, I
Commissioning work experience spanning at least 3 years (preferably in local government or the wider public sector), with demonstrable impact across the full commissioning cycle.	A, I
Demonstrable experience of successfully leading teams, managing resources, and project management to deliver outcomes, quality, and value in the public sector.	A, I
Ability to drive innovation, new ways of working and collaboration across a wide range of stakeholders, including other Council directorates, Health, providers and communities.	A, I
Experience of strategically shaping and developing markets to deliver current and future requirements, including building capacity and commercial partnerships.	A, I
Demonstrable experience of commissioning services for the specific Tier of Need or portfolio area for this role.	A, I
Detailed understanding of legislation, guidance and policies in relation to adults and children's services (safeguarding in particular), as well as commissioning, procurement and contract management.	A, I
Experience of joint commissioning and collaborative working across multiple organisations (preferably local government, Health and other public sector partners, although experience from other sectors may be transferable).	A, I
Ability to communicate effectively, build strong relationships and work flexibly with a wide range of stakeholders including providers, service users and communities.	A, I
Key Behaviours <ul style="list-style-type: none"> ● Takes ownership and accountability for their personal performance. ● Builds strong relationships and networks, takes a collaborative approach with colleagues and stakeholders. ● Role models a positive, can-do attitude with a continuous improvement mindset. ● Is curious and actively seeks out emerging practices and development opportunities. 	I



<ul style="list-style-type: none"> • Supports a strong team culture, empowering team members and supports team member's learning and development. • Communicates and collaborates pro-actively. • Displays informed decision making • Promotes a blameless culture. • Resilient, determined and confident • Provides their direct reports defined structures and objectives and applies robust performance management • Making the best use of the Oxfordshire resources – money, people, skills, estates, equipment etc – looking beyond organisational boundaries <p>Putting people and communities at the core of all we do</p>	
Desirable Criteria	Assessed By:
Relevant qualification in Health, Education, Social Care or Commissioning. Postgraduate qualification in Strategic Commissioning, management or equivalent	A, I
An understanding of innovative concepts and ways of working to improve commissioning, such as outcomes-based commissioning, strengths-based approaches and new delivery models.	A, I
Good knowledge of the health, education and social care strategic landscape, including legislation, regulations, government guidance and policies.	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		



Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		



Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

