

Job Profile

Position Details	
Post	Commissioning Lead for Markets – North London Councils, North London Partners in Health and Care
Service Area	Adult Social Services, Haringey Council
Reports to	Richard Elphick, Programme Manager, NL Partners in Care
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<p>The post will sit within the North London Councils Adult Social Care Programme. This is a programme sponsored by the 5 North London Councils (Barnet, Camden, Enfield, Haringey & Islington) to promote a strong local authority presence within North London's Sustainability and Transformation Programme (STP), and support the 5 Council's to address shared challenges in partnership.</p> <p>Purpose of this role:</p> <p>This role in question is to lead the programme of work with the residential and nursing market in north central London. This includes looking at how to:</p> <ul style="list-style-type: none"> • Use market analysis to agree a fair sustainable price for care placements and develop commissioning approaches for bedded care services across NCL to secure provision in line with local need and to yield cost avoidance and/or financial savings • Share learning and scale-up effective market management and development approaches and address risks of provider failure • Promote health and social care input to care homes that improves outcomes <p>The role is fixed term until 31st March 2020.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To form trusting, credible relationships with a range of partners through an ability to think strategically, persuade, negotiate and influence a complex local agenda. This will include working closely with the 5 Directors of Adult Social Care and senior commissioners to agree approaches across the 5 boroughs 2. Lead on the development and delivery of a cross borough programme of work with the adult social care market that yields benefits for the local authorities, NHS partners and local residents. 3. To develop commissioning and procurement plans for residential and nursing care that support the boroughs to achieve a sustainable supply of placements at an affordable cost. 4. To take a programme management approach to manage various complex streams of work effectively to deliver the benefits specified against a challenging timeframe. 5. To promote high quality and safe services that meet the needs of our residents throughout the programme. This will include developing proposals to have a better shared view of quality across Council and NHS commissioners and promoting

improved outcomes through better integrated health and care services.

6. To undertake detailed analysis of various health and social care data sets relating to care homes to underpin effective evidence based proposals. To develop and champion new ways of working where these offer better outcomes for residents.
7. To develop excellent strategic relationships with providers of care to understand the challenges and opportunities providers have and for these to inform supportive and effective partnerships with the Councils.
8. To oversee the development of collaborative, complex and high value procurement and purchasing approaches, working with local commissioners, procurement and legal teams, as well as providers.
9. To prepare excellent reports, briefings and cases for change that demonstrate strategic oversight, and expert advice and guidance tailored to different audiences that will drive forwards the delivery of the programme, recognising the common and different drivers of the 5 Councils as well as wider stakeholders, such as health colleagues and providers.
10. You will attend North London wide and STP meetings with a focus on building the profile of social care within the STP footprint and championing the needs of local residents. To take forwards varied areas of work on behalf of the 5 Councils in working with the STP and health colleagues.
11. To support other members of the team through awareness of their areas of responsibility and joint planning; proactively seeking opportunities and supporting the development of others within the team. This will include line managing initially one member of staff.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Experience/Knowledge</p> <ul style="list-style-type: none"> • Proven skills and experience of high value commissioning and procurement within adult social care • Significant experience and understanding of managing complex, multidisciplinary projects across multiple partners • Expertise around the adult social care market, especially older people's residential and nursing care • Strong knowledge of brokerage and quality assurance approaches within health and social care that support the adult social care market 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>

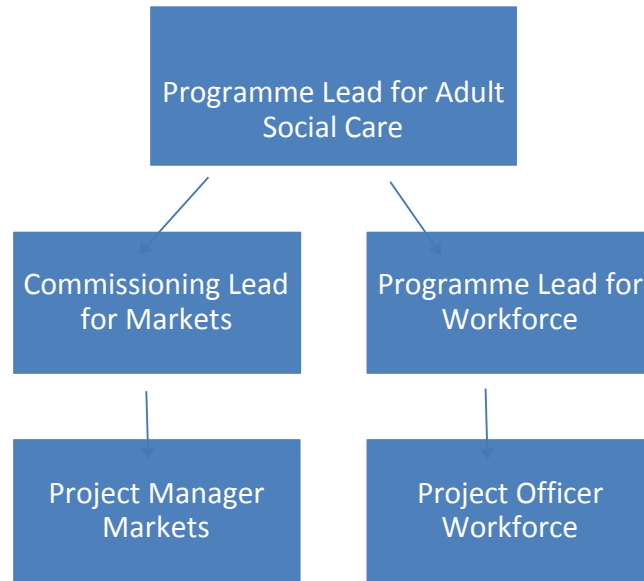
<ul style="list-style-type: none"> • Experience working on programmes around integration and across social care and health 	D
<ul style="list-style-type: none"> • Detailed knowledge and understanding of the legislative and contextual framework (e.g. Personalisation, Care Act 2014) affecting the work of the service, acquired through relevant qualification and experience. 	E
<ul style="list-style-type: none"> • Experience of advising and supporting senior managers and leaders. 	E
<ul style="list-style-type: none"> • Ability to develop new approaches to addressing system challenges and build support across multiple stakeholders 	E
<ul style="list-style-type: none"> • Ability to interpret complex data effectively to develop new insights which inform evidence-based recommendations 	E
<ul style="list-style-type: none"> • Strong and credible communicator 	E
<ul style="list-style-type: none"> • Comfortable operating in a fluid and evolving environment, being able to cope with ambiguity, work collaboratively in cross-functional teams and manage multi interfaces. 	E
<ul style="list-style-type: none"> • Knowledge of Health and Social Care needs of vulnerable people (specifically adults) supported by relevant work experience. Significant experience of the adult social care provider sector. 	E
<ul style="list-style-type: none"> • Knowledge and awareness of current relevant legislation, government policies and procedures and general direction of current government thinking. Expertise at implementing this in practice to the benefit of local residents. 	E
<ul style="list-style-type: none"> • Proficiency in the use and understanding of IT and Information Management and data protection legislation. 	E
<ul style="list-style-type: none"> • Proven ability of communication skills, verbal and written, to high professional standard, adaptable to the audience and setting. 	E
<ul style="list-style-type: none"> • Highly skilled in prioritising and balancing competing demands, managing stress, meeting deadlines and targets, and being appropriately accountable. 	D
<ul style="list-style-type: none"> • Proven experience and ability of working in a political environment and assisting in the development of positive partnerships with elected Members. 	E
<ul style="list-style-type: none"> • Ability to provide and deliver relevant reports to senior managers, Council committees, Boards and wider partnership reports. 	E
<ul style="list-style-type: none"> • An enhanced skill in analysing and understanding detailed information, operating strategically and corporately, and being an 	E

<p>appropriate representative for the service, for people who use these services and for the Councils.</p> <ul style="list-style-type: none"> • Understanding of the procedures involved in commissioning services and market management. 	<p>E</p>
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Local authorities:</p> <p>5 Directors of Adult Social Care and senior commissioners Adult Social Care Commissioning Teams Service Managers for adult social care and brokerage Quality leads for adult social care Public health consultants Economic Development and Workforce Leads Performance teams London ADASS commissioning programme</p> <p>Health:</p> <p>STP Programme Directors and STP Boards CCG Chief Operating Officer SMT Heads of Quality Continuing Health Care Commissioners Primary Care Commissioners Community health service and primary care services that support care homes Commissioning Support Unit NHSE Enhanced Health in Care Homes Programme</p> <p>Providers:</p> <p>Residential and nursing home providers – Strategy Directors, owners and home managers Local authority trading companies Healthwatch</p>

Organisational Structure

ASC Programme Board - Team reports to board of 5 DASS and senior commissioners



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	90%	Use of a computer.	Y	90%
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	Y	50%	Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	Y	75%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A