

Job Profile

Position Details	
Post	Lead Commissioner LD Autism
Service Area	Commissioning
Reports to	Head of Strategic Commissioning
Grade	HC1B
Job Family	To be completed by HR

Role Purpose
<p>This role is to be the strategic commissioning lead for adult learning disabilities and adult autism for Haringey Council and for Haringey Clinical Commissioning Group</p> <p>The lead will represent the Council and the CCG in respect of learning disabilities and of autism in all aspects of health, social care and wellbeing, ensuring that national and local priorities are reflected in commissioning decisions and leading on market and service developments that support the strategic intent of the partners to improve wellbeing and enable people to live with greater independence.</p> <p>This includes being the lead commissioner for the integrated Haringey Learning Disabilities Partnership (HLDP), plus leading the commissioning of all other service, interventions and care packages required to meet the needs of adults with learning disabilities and to ensure that they lead as normal a life as possible in line with Valuing People.</p> <p>The role will also be the lead commissioner for autism.</p> <p>This includes taking a proactive role in transitions work to ensure adequate arrangements are in place to support young people moving to adult services.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Lead on the development of the strategic commissioning intentions of the Council and the CCG for adults with learning disabilities and for adults with autism, reflecting these in all commissioning and market shaping activity. 2. Understand and respond to the need and demand in the local health and care economy, working with Public Health, Business Intelligence, Children's Services and the HLDP to ensure that needs assessments, evidence reviews and robust economic analysis are undertaken to inform resource planning. 3. Ensure the sufficiency and quality of market provisions to meet need, including for inpatient provision; supported housing, supported living and residential care; home support; meaningful activity including day opportunities. 4. Work with other commissioners and children and young people's services to ensure transition arrangements are robust, market provisions are in place and children and young people are prepared for adulthood. 5. Lead and contribute to work across the Haringey and Islington Wellbeing Partnership and North Central London in respect of commissioning as appropriate to deliver effective outcomes for people with learning disabilities and for people with autism in Haringey. 6. Enable the systematic and meaningful involvement of people with learning disabilities and of

people with autism and carers in the planning, design and delivery of services and strategies, to improve their quality and outcomes.

7. Lead on the Haringey implementation of – and support the NCL delivery of – the Transforming Care agenda including commissioning innovative and effective pathways and models of care for the short, medium and long term.
8. Work with the HLDP to develop and deliver their specification and ensure this is consistent with NCL wide developments and Transforming Care principles and any other policy imperatives.
9. Lead on performance monitoring and quality assurance of the HLDP, across activity, finance and outcomes.
10. Influence and shape the work of Brokerage and Clinical teams in performance and quality assuring externally provided services.
11. Undertake the CCGs responsibilities in relation to individual inpatients and patients at risk of admission in relation to Care and Treatment Reviews and Transforming Care working closely with Brokerage and HLDP.
12. Contribute to the delivery of the Council's Commissioning Transformation programme as it relates to Learning Disabilities and to Autism, including supported housing and supported living services; day opportunities; respite and shared lives.
13. Develop finance management and assurance arrangements required to pool care purchasing budgets between the partners with robust risk management and governance.
14. Act as the pooled fund manager for any pooled budgets for learning disabilities and for autism developed between the CCG and the Council.
15. Deliver savings set out in the partners' Joint Savings Plan and those set out in the Council's Medium Term Financial Strategy (MTFS) and the CCG's Quality Improvement and Productivity and Prevention Programme (QIPP)
16. Lead on reporting and accountability to CCG and Council governance arrangements, NHS England, the Department of Health and other governmental bodies.
17. Lead the review, redesign and recommissioning/re-procurement of services across health, social care and preventative services, working in partnership with other commissioners, managers and clinicians.
18. Act as the Council and CCG representative and be accountable for contract negotiations and on-going contract performance with all commissioned providers ensuring that the Councils and CCG interests are represented and reflected in contracts.
19. Utilise highly developed influencing, negotiation and persuasion skills.
20. Ensure that serious incidents, safeguarding, clinical risks and complaints are managed effectively within the commissioned services
21. Manage change effectively and creatively, responding to complex and changing situations by use of creative problem solving and bringing new thinking, delivery mechanisms and solutions to the organisations.
22. Act as a champion for an overall vision of future service delivery.

Generic Responsibilities

1. Develop and maintain effective relationships with partners, including clinicians and Councillors, and external bodies (locally, regionally and nationally), using these relationships to continually improve service delivery and to create opportunities for Haringey.
2. Convey and present highly complex, sensitive and/or contentious information to large groups, responding openly to questions to ensure full understanding and engagement.

3. Be accountable for managing budgets and associated resources, complying with standing financial instructions and schemes of delegation.
4. Lead on the management and decision making around individual care funding decisions, emergency funding requests and complex care and treatment packages.
5. Ensure that Council and CCG policies and procedures (including financial regulations and procurement regulations) are understood and followed
6. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
7. Strong and visible leadership to the staff, leading by example and ensuring that both organisations objectives and priorities are translated into meaningful and realistic personal objectives for staff.
8. Ensure that staff are managed effectively and appropriately allowing them to give their best and continually strive to improve performance and delivery targets.
9. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
10. Work in a matrix management style and to foster close working relations with managers, clinicians and others in the CCG, Council and other organisations
11. Lead on the development of policies and procedures to ensure that they are 'fit for purpose'.
12. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience		Essential or Desirable
Knowledge	Advanced knowledge of intellectual/learning disabilities and of autism, including how they affect people's lives and the types of health and care needs prevalent amongst different sub-groups	Essential
	Extensive knowledge of learning disability service commissioning across health and social care.	Essential
	Must have a detailed understanding of the background to and aims of current health and social care policy and know how to implement them in the role	Essential
	Know the relationship between NHS England, Monitor, CQC, CCGs, local authorities, health care providers and Commissioning Support Units	Desirable
	Advanced knowledge of commissioning, contracting, procurement and personalised care budgets	Essential
Qualifications	Educated to post graduate level or equivalent level of knowledge from working at a senior level in a relevant area.	Desirable
	Evidence of continuing professional development	Essential
	Member of relevant professional body, or previously qualified as a professional role in care, treatment or support (nursing, social work, occupational therapy)	Desirable

Skills	Accurate and very competent IT use in Word, Excel and PowerPoint as a minimum	Essential
	Conflict resolution, influencing and alliance building skills	Essential
	Resilience and determination in the face of challenge	Essential
	Well-developed communication skills with the ability to communicate on highly complex matters and in difficult situations	Essential
	Ability to communicate with, and involve, all types of people including staff that are involved in the lives of people with learning disabilities and those with autism.	Essential
	Leadership, vision, strategic thinking and planning skills	Essential
Experience	Experience of leadership roles in care or health commissioning or related areas	Essential
	Experience of leading change in contentious and complex services	Essential
	Experience of managing staff and teams to successfully develop and deliver work	Essential
	Experience of managing significant budgets, of achieving challenging savings targets and of budget and financial management and reporting	Essential

Main Contacts & Other Information

Main Contacts:

- Head of Haringey Learning Disability Partnership & Assistant Director Adult Social Services; Haringey Council
- Assistant Director, Vulnerable Adult Commissioning, Haringey CCG
- Haringey Clinical Director; Barnet, Enfield and Haringey Mental Health Trust
- Director of Adult Social Services; Haringey Council
- NCL Transforming Care Lead
- Head of Nursing, Whittington Health.

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

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
	Y			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

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.	Yes	90%	Use of a computer.	Yes	75%
Audio typing.			Crisis or conflict situations.	Yes	15%
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

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

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Lead responsibly for commissioning budget of £30.6m per annum
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:
No
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:
No
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:
No
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:
Yes – accountability for data handling and information governance of commissioned services.
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:
No