# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Strategic Commissioning Manager (Learning Disability)

# Department: Adult Social Care and Health

# Grade: [Local Managerial Grade 3](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Head of Supply Management & Learning Disability Commissioning

# Purpose of the Role:

Responsible for the strategic commissioning of services, this post is an exciting and varied role, engaging with a wide range of internal and external partners to improve outcomes and lived experiences for adults with a learning disability in the county.

The role engages with providers and in partnership develops services in residential care, supported living and day opportunities, working towards achieving key targets related to settled accommodation and supported employment. This collaboration with independent sector providers when striving to improve outcomes, celebrate success and sharing examples of good practice across the sector is central to the role.

A key aspect of the post is to work closely with operational colleagues and the specialist brokerage team to analyse service need in the county, provide strategic direction, and play an active part within the Learning Disability and Autism Programme alongside health partners for service developments for people who require very high levels of care and support.

The post has line management responsibilities and chairs key meetings and partnership forums including the East Sussex Behaviour Support Network. The Learning Disability Commissioning Team is a small and dynamic team, passionate about the principles of coproduction and inclusivity, working closely with the Involvement Matters Team when undertaking commissioning, recruitment and policy development tasks.

# Key tasks:

1. Formulation and delivery of commissioning activities for people with a learning disability in East Sussex in accordance with statutory and policy requirements, identified need and quality standards, including as part of the Learning Disability and Autism (LDA) Programme.
2. Facilitate effective communications/ partnerships across all stakeholders, including the coordination and chairing of the East Sussex Behaviour Support Network.
3. Prepare and lead presentations/ discussions/ workshops at internal or external forums with the ability to act as a representative of the Organisation, inclusive of the Learning Disability Partnership Board and Autism Partnership Board.
4. Engage people with a learning disability and their families regarding sensitive and emotive topics in support of commissioning development activity.
5. Ability to analyse data and business intelligence to inform commissioning decisions/ strategies and development of outcomes frameworks.
6. Achieve an effective delivery of service through the management and motivation of people, and take responsibility for the formal operation of the County Council’s policies and procedures pertaining to personnel related matters e.g. grievance, maximising performance and disciplinary procedures.
7. Proactively support and monitor the business continuity plans of commissioned services.
8. Manage staff within their defined area of responsibility and co-ordinate development of staff and their effectiveness through training and regular supervision.
9. Lead the development of departmental policies and procedures in order to maintain and improve the quality of service and outcomes for people with a learning disability and their carers, adopting principles of coproduction and inclusion.
10. Manage budgets relating to staffing and commissioned services, ensuring sound knowledge and application of financial planning and management, and complex negotiations with independent sector providers.
11. Adjust priorities to balance needs and resources, on a strategic and day-to-day basis.
12. Provide briefings within defined governance on problems needing resolution and highlight service achievements.
13. Undertake and proactively support partnership working across organisations, with other health partners, Housing Authorities, Independent and Voluntary sector and other significant stakeholders.
14. Maintain and develop an appropriate awareness of professional, technical and legislative changes affecting the services provided by the Directorate and the County Council.
15. Assist as required in implementing the Department’s Emergency Plan in the event of a major incident.

# PERSON SPECIFICATION

# Essential education and qualifications

* Relevant professional degree/diploma and/or management qualification

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Identifying local service needs, planning and directing.
* Monitoring the quality of local service provision.
* Analysing complex data and information.
* Translating local and national policy into practice.
* Developing and implementing strategic plans.
* Interagency/partnership working.
* Budget management and effective leadership.
* Political awareness.
* Ability to produce clear and concise reports.
* Negotiation and influencing skills/presentation skills.
* Chairing meetings.
* Evidence of effective planning for change
* Demonstratable experience of supporting specialist services and/or people with a learning disability
* Strategic service planning.
* Inter-relationships between Adult Social Care, Health, Housing, Independent sector providers and other partners.
* Knowledge of key legislation and national policy relating to people with a Learning Disability and/or Autism including MCA 2005, Care Act 2014, GDPR, Safeguarding Adults Policy and Procedures, Building the Right Support, Right Support, Right Care, Right Culture
* Understanding of the needs of people with a learning disability
* Diplomatic, innovative, resilient, decisive, change orientated, self-motivated, team worker.
* Ability to make decisions when dealing with often conflicting demands on time
* A commitment to equalities, anti-discriminatory practice and principles of co-production
* Ability to inspire others

# Desirable qualifications, experience

* Learning Disability related qualification
* Commissioning related qualification
* Related commissioning experience

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |