

Assistant Director – Commissioning, Quality, Contracts & Performance

Salary: Band 16 - £85,316 to £92,381 per annum

Hours per week: 37

Your contractual hours are 37 hours per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service. Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs. You will also be expected to provide out of hours management support for the service in cooperation with the Director.

Location: Civic Offices, Portsmouth

Contract type: Permanent

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Enhanced level which will be required prior to any offer of employment, and this post is exempt from the Rehabilitation of Offenders Act 1974.

What is the Role?

The Assistant Director for Commissioning, Quality, Contracts and Performance provides senior strategic and operational leadership across Portsmouth Adult Social Care. The postholder leads the commissioning of high-quality, person-centred and cost-effective adult social care services across the city, ensuring statutory compliance, effective market management, strong partnership working, and a culture of continuous improvement.

The role forms a key part of the Adult Social Care Executive Leadership Team, shaping strategic direction, delivering service transformation, strengthening integration with partners, and improving outcomes for residents and their families in Portsmouth. It brings together executive level responsibilities for commissioning, quality assurance, contract management, performance, policy and governance.

Key Responsibilities

1. Strategic Leadership & Vision

- Provide strategic direction across all commissioning, quality, contracts, performance and market management activity.
- Lead the development, delivery and review of the citywide Adult Social Care Commissioning Strategy, market position statements and associated business plans.

- Drive forward transformation programmes that improve service pathways, modernise practice, and strengthen early intervention, prevention, reablement and independence.
- Contribute to wider Council and corporate leadership, including collaborative work with Elected Members.
- Deputise for the Director of Adult Social Care when required.

2. Commissioning & Market Management

- Lead the full commissioning cycle: needs assessment, service modelling, co-design, procurement, contract negotiation, performance monitoring and review.
- Ensure Adult Social Care services meet local needs, are financially sustainable, strengths-based, and aligned to national legislation and policy.
- Oversee market sufficiency across residential care, home support, community services, specialist provision, prevention, reablement and digital innovation.
- Build strong relationships with providers, voluntary sector partners and health colleagues to shape a diverse and resilient local care market.
- Lead large-scale commissioning projects, including digital and capital-related programmes.

3. Quality Assurance, Performance & Governance

- Drive quality improvement across commissioned and in-house services through robust monitoring, data analysis, audits and partnership reviews.
- Ensure compliance with the Care Act, CQC assurance, safeguarding responsibilities, procurement law and contractual standards.
- Lead statutory data returns, intelligence functions and performance frameworks to inform decision-making, scrutiny and service improvement.
- Strengthen evidence-based practice, learning from research, sector innovations and regulatory guidance.
- Promote a culture of openness, continuous learning and high performance.

4. Partnerships & System Leadership

- Represent Portsmouth City Council within local, regional and national forums (e.g., NHS partners, ADASS, regional commissioning collaboratives).
- Work as part of the Executive Leadership Team to foster integrated and collaborative ways of working across the NHS, housing, police, voluntary sector and wider public services.
- Use the Commissioning Strategy to support system-wide work on prevention, wellbeing, reablement and recovery, ensuring vulnerable adults are supported to live fulfilling, independent lives.

5. Operational Oversight & Workforce Leadership

- Lead and support commissioning, quality and performance teams, creating a high-expectation, high-support culture.
- Ensure the service maintains a skilled, confident and motivated workforce with access to strong professional development.
- Manage substantial budgets (typically £10–£20 million), ensuring effective financial governance, risk management and value for money.
- Build strong multidisciplinary and cross-sector partnerships to deliver seamless services and minimise unnecessary demand.
- Ensure commissioning practice meets service standards, legislation and national guidance.

Who is the person?

Experience & Knowledge

- Extensive leadership experience across adult social care commissioning, policy, market management, quality assurance and performance.
- Proven ability to lead complex programmes and large-scale service improvements in a multi-agency environment.
- Strong understanding of legislation relevant to adult social care (Care Act 2014, Mental Capacity Act, procurement law, CQC frameworks).
- Experience delivering robust financial governance and managing substantial commissioning budgets.
- Knowledge of prevention, community-based support, digital innovation, housing-related support and strengths-based practice.
- Experience working within political environments and, ideally, within local government transformation or reorganisation.

Skills & Abilities

- Excellent strategic leadership, with the ability to motivate and develop high-performing teams.
- Strong commissioning, contract management, negotiation and partnership-building skills.
- High levels of analytical ability, data literacy and evidence-informed judgement.
- Ability to navigate complex systems and build trusted relationships with partners, providers, service users and carers.
- Emotional resilience, adaptability and the ability to work under significant pressure and scrutiny.
- Ability to lead co-production, collaborative design and stakeholder engagement.

Qualifications

- Degree or postgraduate-level education, or significant equivalent professional experience.

- Evidence of continuous professional development.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).