



Senior Commissioner - Adults Care and Support

Salary: Band: 12, £50,787 - £54,999 p.a.
37 hours per week

The Service

You will be an integral part of the Adults Care and Support service, which works with all adults over the age of 18 with social care needs, except for those that are supported through our specialist Learning Disability and Mental Health Services.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

Reporting to the Senior Commissioning Manager, you will be responsible for developing commissioning models and supporting with the delivery of a variety of commissioning programmes for the population of Portsmouth, working closely with colleagues in procurement and contracts. You will work with and build positive relationships with a variety of stakeholders, including users, carers and their representatives, senior managers, and clinical leaders in both the Council and the NHS, finance and performance, team managers and practitioners, the voluntary and community sector as well as elected members and strategic leads.

This post will also oversee a Commissioner role.

Key responsibilities will include:

- You will be responsible for supporting with the delivery of key commissioning projects. Ensuring projects are well planned, and delivered in an effective, timely manner.
- You will undertake research and enquiry, drawing down data from a variety of sources and build and conduct needs assessment/analysis where appropriate.
- You will analyse and interpret complex and sometimes conflicting data and information.
- You will undertake service mapping to identify unmet needs and gaps in provision or opportunities for service redesign and improvement. Recommending priorities, establishing strategic options, and developing strategic commissioning plans.
- You will undertake research on the capacity of providers, market analysis and benchmarking to identify opportunities.
- You will support with the design of service proposals, specifications, and options appraisals, consistent with high quality, innovative, outcome based and cost-effective services.
- You will develop excellent working relationships with peers and colleagues, utilising negotiation skills where agreement or cooperation is difficult to obtain.
- You will write reports and present these in a range of formal settings as required.
- You will influence the stimulation and development of the provider market to obtain a good range of providers, including micro providers, who are able to deliver quality services, which are flexible, responsive, and innovative.

- You will ensure effective mechanisms for both consultation and co-production with service users and carers to ensure that their needs are appropriately reflected in commissioning plans.
- You will act as a role model for promoting PCCs purpose and values and work within PCCs financial standing orders.

Who is the person?

You need to have:

1. A degree or L5 qualification (in commissioning preferred) or significant experience of supporting in the delivery of major commissioning projects in social care required.
2. Significant experience and knowledge of all aspects of commissioning, preferably in Health and/or Social care.
3. Significant experience of working in a health or local government setting and a good understanding of local authority decision making procedures, with robust knowledge of the national vision and direction for health and social care services
4. Experience of involving service users, carers, and the public in planning of formal procurement and tender exercises, with the ability to achieve joint outcomes through negotiation and influencing.
5. Demonstrable ability to achieve credibility and confidence amongst service providers, service users, carers, and the public.
6. Able to navigate complex stakeholder relationships and organisational structures, understanding different perspectives but maintaining a clear sense of objectives and purpose with the ability to communicate goals in a compelling way to achieve buy-in and consensus.
7. A high degree of motivational skills to encourage collaborative working and be highly motivated and able to work effectively and efficiently.
8. The ability to analyse and review complex facts and situations, where there may be a range of possible options, and to formulate appropriate recommendations and be able to analyse, interpret and present complex data.
9. Strong performance management and negotiation skills, being able to handle conflict and challenge in a professional yet assertive manner, with the ability to exercise a high degree of political sensitivity and judgement in difficult circumstances.
10. Excellent interpersonal and communication skills, including report & strategy writing, presenting to large and small groups of stakeholders (including directors, elected members, and clinicians) and speaking to service users and their carers.
11. Experience of managing and developing staff.
12. The ability to facilitate constructive discussion and debate and to formulate programmes of action.
13. The ability to manage competing priorities and tight deadlines when working under pressure and use your initiative.
14. Excellent Financial and Budget management skills.
15. Excellent IT skills and the ability to use various software, including Microsoft Office, Teams and Sharepoint.
16. The ability to work flexibly and adapt easily to changing business needs and work demands.



Additional information:

How to apply: Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application.

Signed.....Dated.....

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