

<p>Title Senior Joint Market Sustainability Development Officer</p>	<p>Department Adult Social Care, Health and Public Protection</p>	<p>Post Ref.</p>
<p>Job Purpose The Postholder will be responsible for undertaking a range of commissioning activities to support market development and the implementation of the social care reforms. This will include: the development of Market Shaping Plans, Market Position Statements, and the development of future commissioning plans. The post holder will work with the wider team to co-ordinate analysis findings and inform the work of the Team around contractual models. The post will deputise for the Team Manager as required.</p> <p><i>The postholder will support the delivery of:</i></p> <p><i>“A vibrant responsive sustainable marketplace, focused on people outcomes, outcomes that make a difference to people, that supports choice, wellbeing, independence, high quality and is affordable”.</i></p>		

Key Responsibilities	Key Accountabilities
<ol style="list-style-type: none"> 1. To undertake Strategic Commissioning Reviews and to support the development of Commissioning Strategies under the direction of the Commissioning Managers that are aligned to the market shaping and sustainability plans. 2. To undertake market comparisons reviews, presenting detail on findings, when comparing our market shaping commissioning models and approaches. 3. To plan, lead, manage, co-ordinate and undertake the full range of commissioning activities for a large & complex service area including: <ul style="list-style-type: none"> • Development of project plans aligned to market shaping/sustainability plan • Working with an established project team • Develop and oversee an analysis plan incorporating qualitative and quantitative data, good practice and horizon scanning • Develop and oversee an engagement /co-production plan • Develop, appraise and validate options • Develop and co-produce outcomes - based specifications • Monitoring of performance data jointly with other commissioning leads • Attendance at service reviews and wider market shaping meetings as required. • Develop new pathways and processes • Co-produce implementation plans • Review impact and effectiveness 4. To oversee programme of work and ensure that it is delivered in accordance with the agreed project parameters. 5. To provide support and guidance to operational staff in relation to commissioned services 6. To build robust relationships with Providers / Partners including; <ul style="list-style-type: none"> • Supporting the shaping of effective markets support • Negotiations in relation to pricing and fee rates 	<ol style="list-style-type: none"> 17. To deliver reviews in agreed timescales and ensure commissioning strategies meet the priorities of the council plan 18. To work with procurement to ensure that specifications are market ready and are reviewed and commissioned in a timely manner 19. Delivery a professional and effective response with regard to staff, elected member and public enquiries, complaints and investigations. 20. To ensure an evidence-based approach to the commissioning of services within agreed budget 21. To develop services and pathways which improve outcomes for the Council and the people of Nottinghamshire 22. Alert the Team Manager of issues that could affect performance 23. Develop and maintain appropriate partnership arrangements including provider relationships and service user involvement in their area of responsibility 24. To deliver agreed savings 25. To provide effective supervision of staff to secure high levels of performance <p><u>Additional Accountabilities</u></p> <ol style="list-style-type: none"> 26. Identify and support commissioning activities in relation to market shaping and market sustainability

7. To work co-productively with key partners and stakeholders including operational staff, health partners, providers and service users to identify opportunities for improvements
8. To identify opportunities for improvements in services provided by the department and to support implementation and evaluation of formally agreed change
9. To identify, develop and implement options for change in line with agreed targets as part of commissioning activity
10. To produce reports and strategic documents in line with organisational requirements.
11. To provide direct line management support to designated staff
12. To have designated commissioning specialisms for service areas and to provide advice and direction in relation to these areas to internal staff and to wider partners
13. To represent the Council at a senior level in relation to designated work areas including engaging with Councillors, senior health commissioners and Directors and attending SLT/CLT/Cabinet/Chairs Briefings
14. Undertake any other duties which may reasonable be regarded as within the nature of the dimension and responsibilities/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporates into the job description in specific terms.

Additional Responsibilities

15. To develop a Market Sustainability Plan and a Market Position Statements
16. To provide commissioning expertise in relation to contract variations and identification of future commissioning needs

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

- 27. To understand all components of the Commissioning Cycle commissioning principles, process and practice and market shaping strategic process.
- 28. Have undertaken or be prepared to undertake Commissioning Training
- 29. Evidence of continuous professional development.
- 30. Degree level (or equivalent experience) in relevant area
- 31. Knowledge and understanding of the main issues affecting the service area of Adult Social Care.
- 32. In depth knowledge of adult health and social care legislation and policy.
- 33. In depth knowledge and understanding of the principles of procurement, quality assurance and contract management
- 34. Knowledge of the principles and practice of:
 - a. Effective people management
 - b. Excellent customer service
 - c. Appropriate risk management
 - d. Budget management
 - e. Project management
 - f. Co-production

Personal skills and general competencies

- 35. Good analytical skills, including the ability to interrogate financial and non-financial information to identify irregularities, problems, trends and achievements.
- 36. Able to manage a budget and analyse financial information
- 37. Excellent oral, written and presentation skills with the ability to tailor this to the needs of different audiences
- 38. Excellent partnership and negotiation skills
- 39. Demonstrates creativity and innovation in problem solving and service improvement.
- 40. Commitment to providing high quality services to provide services that best meet the needs of the people of Nottinghamshire
- 41. Ability to lead, inspire and communicate a clear vision
- 42. Understanding of the equalities legislative framework and the ability to develop appropriate working practices which ensure equality and diversity.
- 43. Takes an active role in managing risk, health and safety and safeguarding issues.

Experience

- 44. Minimum 4 years experience within strategic or operational commissioning or complex service improvement /development in a Local Authority, health or housing.
- 45. Experience of delivering all key components of the commissioning cycle and market shaping strategic process including analysis of complex information and reviewing services against commissioning priorities
- 46. Knowledge and understanding of commissioning within the personalisation agenda underpinned by prevention and strength- based practice interventions.
- 47. Experience of working co-productively
- 48. Experience of working with a range of partners to identify service needs, options for delivery and measurable outcomes
- 49. Involvement in the successful delivery of complex projects and/or the management of successful projects.
- 50. Experience of working in partnership to deliver shared goals.

Additional Knowledge

- 51. Knowledge of Social Care Reforms and Fair Cost of Care Processes
- 52. Understanding of the older adult's social care market

Role Dimensions

- To be responsible for working under the direction of the Joint Market Sustainability Team Manager to undertake market shaping activities and to develop Market Position Statements and Market Commissioning Plans, and the undertaking of market comparisons work.
- Work with senior managers, directors and councillors including from other organisations (including NHS, District & Borough Councils, third sector organisations and other Council departments) and operational teams to review and improve current service pathways
- Provide professional, strategic and policy support to operational teams.
- Support the development and evolution of appropriate information systems and procedures, relevant to the commissioning function at a local and corporate level and utilise this for reviewing, evaluating and reporting on service achievements.
- Represent the views of the Council, department and Strategic Commissioning Unit in meetings and communications with providers and partner organisations and with other parts of the Council.
- To matrix manage staff from other teams and organisations.
- Deputise for the Team Manager as required.
- To line manage junior staff within the team
- Specialist service areas will include: homecare

Please attach a structure chart

Date 15/11/19