

## APPENDIX C

### Job Description

<b>Post</b>	Executive Director of Strategic Commissioning
<b>Grade</b>	TBA / NHS VSM
<b>Accountable to</b>	Joint Chief Executive Bury Metropolitan Borough Council and Accountable Officer NHS Bury Clinical Commissioning Group
<b>Accountable for</b>	<p>Establishing, developing, leading and operating integrated, strategic, place based commissioning of health and social care with and for the people of Bury.</p> <p>Operating as a key member of the CCG and Councils Joint Executive Team to integrate and align the full range of Council and CCG activities in pursuit of agreed joint objectives.</p>
<b>Salary</b>	TBA

### Role Summary

The post holder will be directly accountable to the joint Chief Executive of Bury MBC/Accountable Officer of NHS Bury CCG and will be a member of the Joint Executive Team of the Council/CCG and the joint Strategic Commissioning Board, contributing to the overall corporate leadership and management of the CCG and Council.

The post holder will be responsible for the leadership, management, development and operation of the single integrated health and social care commissioning function of the Council and CCG. They will work to improve health and wellbeing outcomes and service quality, performance, value and cost with and for the people of Bury; and for aligning those objectives with the wider goals of the Council and other public service and community partners.

### The post holder will be responsible specifically for:

- Driving, leading and embedding the shift to genuinely integrated health and social care commissioning; and the movement to a place based, strategic, outcomes based and asset/strength based commissioning approach; supporting the achievement of local objectives and meeting external standards and requirements
- Leading the further development of collaborative commissioning relationships with other functions within the Council and with the wider group of public service leaders including in Bury and Greater Manchester
- Leading the development and embedding of a commissioner relationship with the people of Bury, and with front line staff, which ensures that their voice is heard and is influential in setting commissioning objectives, shaping integrated strategies, progressing a supportive and strengths based commissioning approach and in shaping person, family and neighbourhood centered service delivery
- Working closely with clinical and political leaders within the CCG and Council to ensure that commissioning options and decisions are well informed and are appropriately clinically and politically led

- Leading, role modelling and embedding new relationships with the provider sector (including the Bury Locality Care Organisation, Primary Care practices, PCNs and Federation, Acute sector and ASC providers) based on integrated collaborative system leadership and strategic co-design; moving away from established commissioner provider relationships and enabling and supporting providers to embrace their new role in the system.
- Leading, role modelling and “shifting” the relationships with wider partners, providers, communities, patients and customers, and staff towards inclusivity and collaboration in objective setting, planning and delivery
- Driving demonstrable movement towards an early intervention and prevention model and supporting the LCO and wider partners to integrate services around individuals and their families at neighbourhood level.
- Leading the staff within the single commissioning function and the embedded and aligned Corporate Core staff to understand, embrace, commit to and to develop the technical and behavioral skills and capabilities to enact the “shift” in commissioning approach
- Leading the activities to ensure that wider partners, regulators, communities and citizens understand and are able to support and influence the ongoing development of the new arrangements
- Having a visible, positive and influential presence in the GM Devolution landscape and participating actively in the GM Health and Care Partnership, GM Commissioning Hub and other collaborative forums, shaping GM policy and sharing learning and experience with GM partners.
- Taking responsibility for fulfilling the roles of the integrated health and social care commissioning function in supporting policy development, strategic planning, leading execution and delivery; and exercising accountability through the effective design and implementation of commissioning functions, structures, processes and behaviors
- Taking responsibility for achievement of agreed health and wellbeing, quality, safety, performance, cost and value objectives
- Taking responsibility for effective leadership, management and development of the assigned commissioning resources
- Taking responsibility for the ensuring that statutory functions, duties and responsibilities within the scope of the post are effectively fulfilled and accounted for and those of colleagues appropriately supported
- Lead and champion a culture of attainment, continuous improvement, innovation and inclusion

## **Duties and Responsibilities**

1. To commission health and social care for the people of the borough, ensuring the achievement of jointly owned health improvement outcomes and quality, safety, performance, cost and value improvement objectives.
2. To act as the integrated commissioner specifically for adult social care, CCG healthcare, NHSE delegated commissioning functions, public health and children’s social care; and further services as may be agreed within the scope of the role from time to time.
3. To lead integrated strategic commissioning across the whole cycle; including needs and strength based assessment, evidence, outcomes based objective setting, strategic planning, relationship development, market shaping and development, procurement; and

quality assurance, performance review and accountability .

4. To lead on the integrated health and wellbeing improvement and health and social care transformation components respectively of the Borough's health and well-being agenda and Locality Plan.
5. To collaboratively develop and embed effective working arrangements with the political and clinical leadership of the Council and CCG respectively, including but not limited to the effective operation of the Strategic Commissioning Board
6. Establishing and maintaining common systems, processes and performance management for the single integrated strategic commissioning function, across both organisations.
7. Managing and reporting on joint and aligned commissioning budgets; seeking maximum value in terms of financial efficiency, outcomes, experience and social value, decommissioning where appropriate, and operating within allocated resources
8. Influencing key figures across the Borough's health and social care economy regarding the current shape and future configuration of integrated commissioning, including maximising opportunities for effective partnership.
9. Leading, contributing to, or advising on a range of strategic forums across the Borough; relevant to the further development of integrated health and social care.
10. Representing the Council and CCG jointly on local, regional and national bodies and events in the context of integrated commissioning, to advance learning, sharing, development and the reputation of the Borough.
11. Providing leadership, management and development for the integrated commissioning teams across both organisations, proactively identifying organisational development, cultural issues and effective solutions to enable effective and successful integrated working.
12. Providing leadership, management and development for the shift to place based, strategic, outcomes based, asset based commissioning; proactively setting the Vision and development path and identifying and organising organisational development to enable effective implementation
13. Leading on performance management and reporting on joint commissioning objectives, including in respect of agreed local health and wellbeing outcomes and inequalities; and in respect of quality and performance standards (including but not limited to the Public Health Outcomes Framework, Adult Social Care Outcomes Framework, NHS outcomes Framework and the NHS Constitution Standards); including producing a joint commissioning annual report and forward plan.
14. Establishing controls and reporting arrangements; ensuring effective governance of performance; anticipating, identifying, managing and resolving risks and issues to enable timely and appropriate action to ensure delivery is on track
15. Ensuring effective assurance and exception reporting internally and externally as appropriate in respect of health and wellbeing outcomes and service quality and performance standards
16. Leading on the management of joint commissioning contracts with all providers.

17. Ensuring that the strategic objectives of both organisations are aligned in the joint commissioning strategy informed by the borough's Joint Strategic Needs Assessment (JSNA), Better Care Fund and Locality Plan, Bury Strategy and relevant additional and successor documents.
18. Securing necessary investment from within internal resources through re-prioritisation and decommissioning, and from external sources, so that identified priorities can be progressed and benefits are realised.
19. Leading and ensuring the development and management of effective and mutually influential relationships with patients, service users, voluntary, community and faith organisations, communities public, media and other key influencers; ensuring their views are represented and appropriately considered in the decision making processes relating to integrated commissioning
20. Leading and ensuring the effective development and management of strategic relationships with key stakeholders, including providers, other commissioners, and other public service and other partners
21. Leading and ensuring collaborative working between health and care commissioning and other areas of leadership, functions and commissioning in the Borough in order to maximize achievement of the overall public service objectives
22. Ensuring the integrated commissioning is data-driven; evidence based and community, clinically and politically led.
23. Ensuring that joint commissioning arrangements are optimally resourced to deliver required outcomes and statutory and other functions; recognising that resources may need to flex and adapt to meet changing requirements.
24. To propose and/or carry out other responsibilities as agreed by the Council and the CCG, commensurate with the grade of the post.

Bury Borough Council and NHS Bury CCG are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.



## Person Specification

### Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form  I Interview  A Assessment
<b>Initial Criteria</b>		
Higher level of education (degree level qualification) or equivalent experience	E	AF, Production of certificates at interview
Significant experience and achievement at Executive Director/Chief Officer level in a large complex organisation, including significant experience in the field of health and/or social care leadership and management	E	AF, I
<b>(a) Special Working Conditions</b>		
<i>Requirement to be a member of the Silver Officer Duty Rota????</i>	E	AF, I
<i>Enhanced Certificate from the Disclosure and Barring Service.???</i>	E	AF, I
<b>(b) Qualifications and Experience</b>		
Management qualification/ equivalent experience and relevant courses to post- graduate level	E	AF, I, Production of certificates (if applicable).
Relevant professional qualifications	D	AF
Proven track record of achievement of delivery and transformation at a senior level in a large and complex service based organisation	E	AF,I

Successful track record of large scale complex change management including, establishing effective performance measures, evaluating quality and delivering significant improvements in outcomes and performance	E	AF,I
Successful track record of working effectively, managing relationships and achieving outcomes/performance improvements in co-operation and partnership with a wide range of communities, service users and partners including providers, state and voluntary agencies	E	AF,I
Experience of successfully delivering key outcomes and managing transformational change through leading, motivating, managing, developing and empowering diverse teams across professional and organizational boundaries	E	AF,I
Successful track record of working at Executive Director/Chief Officer and/or Board Level/ Cabinet level in a large public sector organisation or equivalent?	E	AF,I
Working successfully in partnership across health and social care to lead commissioning of outcome focused, high quality health and social care integrated services	E	AF,I
Working in partnership across the range of NHS and Council functions, and with other statutory and non-statutory partners to achieve aligned outcomes and objectives	D	AF
Successful track record of leading transformational change in the practices, culture, behaviors, relationships of teams and individuals in pursuit of organisational objectives through effective organisational and personal development support	E	AF, I
Experience of developing and operating effective corporate governance, internal control and operating systems in a transformative context in a large public service organisation	E	AF/I
Proven experience of working effectively with elected members/ NHS Board members in supporting the decision making process and in performance management and accountability	E	AF/I
<b>(c) Skills and Knowledge</b>		
Extensive knowledge of the NHS and Local Authority agenda, including the social care agenda, and how transformational change can be delivered locally to enhance the well-being, health and independence of all.	E	AF,I
Ability to apply a high degree of political sensitivity and awareness	E	AF,I
A comprehensive understanding of clinical and non-clinical risk management in a health and care commissioning context	E	AF,I
A good understanding of the statutory requirements regarding service change and reconfiguration,	E	AF,I

A good understanding of the statutory, regulatory and assurance /accountability environment and requirements of the health and social care commissioning sectors	E	A/F, I
Knowledge of best practice methodologies to achieve maximum value in terms of outcomes and other organisational objectives.	E	AF,I
Financial/budgetary competence at a strategic and operational level.	E	AF,I
Well-developed influencing and negotiation skills	E	AF,I
Capability to lead and role model authentic engagement with staff groups at all levels and to stimulate and harness creativity, innovation and confidence	E	AF,I
Capability to support and role model authentic engagement and ownership/participation with patient and customer groups and with communities and to stimulate and harness creativity, innovation and confidence	E	AF,I
<b>(d) Personal Qualities and Attributes</b>		
Ability to lead, inspire and motivate and demonstrate commitment to achieving improved outcomes, quality, performance and value through authentic transformation in practices, attitudes and relationships	E	AF,I
Proven success in leading cultural change through innovative and creative ways to respond to and drive the co-operative ambition		
Ability to analyse complex technical, relationship and cultural situations and produce effective solutions with the ability to think laterally and make difficult decisions that support strategic aims	E	I, Assessment
Proven ability to organise and present ideas and information; to communicate effectively in order to develop positive relationships to help achieve the agreed objectives and statutory requirements	E	I, Assessment
Well-developed leadership skills that promote confidence, collaboration, flexibility, motivation and which foster a positive organisational culture	E	I, Assessment
Outstanding interpersonal skills to engage authentically and effectively with a broad range of stakeholders from patients, customers, carers, community leaders, employees, clinicians and Elected Members. Demonstrably involves patients, customer groups and the public in change and transformation processes; showing demonstrable results	E	I, Assessment
Highly developed networking, advocacy, oral, written and presentation skills that are persuasive and influential with ability to create impact and positive relationships.	E	I, Assessment

Value diversity and difference; operating with integrity and openness	E	AF,I
Achievement orientated, self-starting and sustaining, resilient and innovative /creative in overcoming challenges to success	E	A/F, I
<b>(e) Behaviours and Values</b>		
<p>Approaches the job with the following values and behaviors:</p> <ul style="list-style-type: none"> <li>• Focusing on achieving with and for our communities</li> <li>• Valuing our people, staff and partners</li> <li>• Acting with authenticity and integrity</li> <li>• Using time and money purposefully and wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> <li>• Respectful of diversity of opinions and perspectives</li> </ul>	E	AF/I