

APPENDIX F

Job Description

Post	Director of Commissioning – Secondary Care Commissioning
Grade	TBA / NHS VSM
Accountable to	Executive Director of Strategic Commissioning
Accountable for	<p>Establishing, developing, leading and operating integrated, strategic, place based commissioning of secondary care health and social care services, supporting citizens and communities to stay well and to maintain maximum independence when they have care and support needs.</p> <p>Commissioning secondary care services that are clinically, professionally and operationally effective, efficient, safe and sustainable and that meet the needs of the people of Bury, work as part of the wider system and meet mandated policy and standards.</p> <p>Operating as a key member of the Health and Social Care Commissioning Directorate leadership team and working closely with other chief officers and clinical and political leaders of the CCG and Council to integrate and align the full range of Council and CCG activities in pursuit of agreed joint objectives; including reducing the need for acute secondary care services.</p>

Role Summary

The post holder will be directly accountable to the Executive Director of Strategic Commissioning, will be a member of the Directorate leadership team and will work closely with other chief officers and with clinical and political leaders within the CCG and Council, including supporting the work of the Strategic Commissioning Board and achievement of the CCG and Councils joint goals.

The post holder will be responsible for the leadership, management, development and operation of the single integrated health and social care commissioning function for secondary care health and social care services of the CCG and Council. 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 Directorate, Council and other public service and community partners.

The postholder will be responsible for the integrated commissioning of the services within the Secondary Care Commissioning pillar of the Directorate structure. These include the following services: Secondary Care NHS services (both Elective and Non Elective), Specialist NHS services (with GMHSC), Acute mental health services, Urgent Care, LCO provided Intermediate Tier services, Children's secondary care and the achievement of NHS secondary care performance targets. These may be subject to change from time to time.

The postholder will play a key role in driving the CCG and Council's joint ambitions to support

individuals and communities to stay well; to maintain maximum independence in communities at times when support is needed; to avoid and minimise hospital and institutional admissions where possible and appropriate; develop collaboratively the future system role and of the secondary care sector in Bury; and ensure that necessary secondary care services are commissioned on a cost effective, safe, high performing, affordable and sustainable basis.

Within the scope of their commissioning remit the post holder will be responsible for the following:

- Supporting and embedding the shift to fully 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
- Supporting the further development of collaborative commissioning relationships with other functions within the Directorate, Council and with the wider group of public service leaders including in Bury and Greater Manchester
- Actively supporting 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 recommendations are well informed and are appropriately clinically and politically led
- Role modelling and embedding new relationships with the provider sector (including the Northern Care Alliance, Pennine Acute Trust, Pennine Care Trust, Bury Locality Care Organisation, Primary Care practices, PCNs and Federation, other 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.
- Supporting, 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
- Supporting through secondary care commissioning a demonstrable movement towards an early intervention and prevention model, and a community based approach; supporting the LCO and wider partners to integrate services around individuals and their families at neighbourhood level, utilising community assets and developing independence and resilience; specifically aligning secondary care services to these strategic goals
- Leading collaboratively the development of a progressive and sustainable strategic direction for the role of secondary care within the Bury health and social care system, and collaboratively with partners across the GM footprint
- Leading the commissioning of safe, high quality, high performing, cost effective, affordable and sustainable secondary health and social care services for the people of the Borough; consistent with the wider joint goals of the CCG and Council and the Bury Health and Social Care Locality Plan and its successor strategies.
- Leading the staff within the Secondary Care Commissioning pillar of the Directorate, 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

- Supporting 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 appropriate GM partnership and collaborative structures and forums including for the remodeling of secondary care services, market shaping and commissioning of specialised services
- Leading the effective design and implementation of commissioning functions, structures, processes and behaviors within the Secondary Care Commissioning pillar; and working collaboratively with other Directorate colleagues to ensure an integrated approach overall
- Taking responsibility for achievement of agreed health and wellbeing, quality, safety, performance, cost, value and sustainability objectives related to secondary care
- Taking responsibility particularly for the significant range of performance targets attributed to NHS secondary care services including but not limited to emergency care access, cancer access and elective care access targets and associated social care performance targets
- Taking responsibility for ensuring that NHS and social care secondary care services are commissioned on a cost effective, safe and sustainable basis; using appropriate research evidence and advice, comparative data and clinical input to commission clinically, professionally and cost effective services which are efficiently and safely delivered at an appropriate cost; and to decommission appropriately where this is not the case.
- Taking responsibility for the collaborative development and implementation of new contractual models which support the desired direction of travel and achievement of joint system objectives
- Taking responsibility for ensuring that clinically driven and appropriate eligibility criteria and thresholds are established and applied and that cost effective service delivery strategies and models are developed and applied; working closely with patients, customers, communities, clinicians, councilors, partners and providers in their development
- Taking responsibility for ensuring that opportunities to reduce costs in secondary care through improving clinical and operational effectiveness and efficiency are identified and secured for reinvestment in CCG and council priorities, including but not limited to the effective, evidence based development and implementation of NHS QIPP Programmes related to secondary care
- Taking responsibility for effective leadership, management and development of the assigned commissioning resources
- Taking responsibility for 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
- Support and champion a culture of attainment, continuous improvement, innovation and inclusion

Within the scope of their commissioning remit the postholder will have the following Duties and Responsibilities

1. To commission health and social care for the people of the Borough, ensuring the achievement of agreed health improvement outcomes and quality, safety, performance, cost and value improvement objectives.
2. To act as the integrated commissioner for the range of commissioning responsibilities within the Secondary Care Commissioning pillar of the Directorate.

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 ; working closely and collaboratively with Directorate colleagues across the commissioning pillars
4. To contribute to achievement of 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 support collaborative development and embedding of 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. Supporting collaborative establishment and maintenance of common systems, processes and performance management for the single integrated strategic commissioning function, across both organisations and operating these within and across the Commissioning pillars
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. 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 Secondary Care Commissioning team, proactively identifying development needs and working with directorate colleagues to develop appropriate development responses
12. As part of the directorate leadership team 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. As part of the leadership team 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).
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/supporting on the management of contracts with all appropriate providers and particularly, but not limited to, Pennine Acute Trust and Pennine Care Trust.
17. Contributing to 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. As part of the Directorate leadership team 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
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. Supporting 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 secondary care 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. Ensuring that there are effective working relationships of the Secondary Care Commissioning staff with the commissioning functions and staff of the Directorate
25. To lead cross cutting Programmes of work, providing leadership, direction and support to diverse teams drawn from across the Directorate and potentially the Council and wider public service community
26. To propose and/or carry out other responsibilities as agreed by the Council and the CCG, commensurate with the grade of the post.
- 27.
28. To contribute towards and participate in the Council's emergency planning on call Rota.

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
Initial Criteria		
Higher level of education (degree level qualification) or equivalent experience	E	AF, Production of certificates at interview
Significant experience and achievement at a very senior level in a large complex organisation, including significant experience in the field of health and/or social care leadership and management	E	AF, I
(a) Special Working Conditions		
<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) Qualifications and Experience		
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	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 a very senior level in a large or challenging public sector organisation or equivalent?	E	AF,I
Successful track record of driving complex change, improving quality, value and cost through commissioning or through senior level provider leadership roles within NHS acute secondary care services	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 which impact positively on utilisation and performance of acute secondary care 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	D	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
(c) Skills and Knowledge		

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
Extensive knowledge of policy, practice, drivers and behaviors relating to NHS acute secondary care services including the ability to “walk in the shoes” of providers in order to develop commissioning and contractual strategies which will deliver and sustain necessary and desired improvements.	E	AF/I
Extensive knowledge of the sources and reliability of policy and comparative data relating to secondary care services and of best practice learning and development opportunities to drive performance improvement	E	AF/I
Commercially and fiscally astute; able to develop strategically innovative and purposeful commercial proposals which support effective change and which control downside risks	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,	D	AF,I
A good understanding of the statutory, regulatory and assurance /accountability environment and requirements of the health and social care commissioning sectors; particularly as they relate to the secondary care sector	D	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
(d) Personal Qualities and Attributes		
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	E	
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
(e) Behaviours and Values		
<p>Approaches the job with the following values and behaviors:</p> <ul style="list-style-type: none"> • Focusing on achieving with and for our communities • Valuing our people, staff and partners • Acting with authenticity and integrity • Using time and money purposefully and wisely • Working together • Always learning and improving • Respectful of diversity of opinions and perspectives 	E	AF/I

