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| **Job Title** | **Assistant Director Strategy and Commissioning** | | | |
| **Pay Grade** | D1 | | | |
| **Directorate** | Adults and Public Health | | | |
| **Division** | Commissioning | | | |
| **Reports to** | Director of Adults and Public Health | | | |
| **Budget** | Revenue commissioning budget approx. £60m (across Adults and Childrens Services) and a capital budget approx. £28m (across Adults and Childrens), | | | |
| **Location** | Harrow Council Hub | | | |
| **Role Purpose**  The Assistant Director of Strategy and Commissioning will:   * Manage and direct the strategic and general management of the of the Strategy and Commissioning Division * To provide organisational and strategic leadership to Strategy and Commissioning team. * Commissioning function for statutory and non-statutory services in Adults and Childrens. * Advise the Director of Adults and Public Health and Director of Childrens Services in respect of reforms and responses to the national government agenda that impact on commissioning services across the Adults and Public Health Directorate. * Providing expert commissioning advice to elected Members. Develop and maintain effective working relationships with all relevant stakeholders both internal departments and members, and externally including with health, schools, stakeholders, providers, voluntary sector, service users, government bodies etc. * Manage and direct the integration of health and social care across Harrow and North West London (NWL). * Represent and otherwise deputise for Portfolio Holders, Director of Adults and Public Health and Director of Childrens Services, as required. * To identify, implement and lead continuous improvement programmes that will improve Commissioning delivery and embed a performance and accountability culture that drives standards and performance. | | | | |
| **Measures of success**  The post holder will:   * be based within the Adults and Public Health Directorate within Harrow Council, report directly to the Director of Adults and Public Health and manage strategy and commissioning across Harrow Council. Working closely with the Director of Children’s Services and Public Health as well as key corporate departments and partners * be a member of the Adults and Public Health Directorate Leadership Team and Corporate Leadership Forum (CLF). * work across the directorate and organisational boundaries in a cross-cutting and collaborative way, seeing the links and synergies with budgets, resources and policies that will promote the Council’s agreed priorities and put the interest of the Council first. * act as a lead officer and directly advise the Director, council committees and panels, including Cabinet and Scrutiny sub-committees and council members, on all strategic policies and practices relating to the Adults and Public Health Directorate and, where necessary, Children Services.   Responsible for the effective commissioning of:   * + a revenue commissioning budget of approx. £60m (across Adults and Childrens Services),   + a capital budget approx. £28m (across Adults and Childrens),   + management of 1-4 direct reports and approximately 25 staff   + indirect management of internal and external multi-disciplinary staff including professional specialists * Lead and direct the strategic and general management of the following services/functions:   + Strategic Commissioning and Market Management   + Arranging Care Team, Contract Monitoring Team and the Adults and Children’s Complaints Team and Information Requests Team. | | | | |
| **Tasks responsibilities**   1. Advise the Director of Adults and Public Health (and Childrens Services) and the Council’s leadership team on policy and legislation relevant to Adults and Public Health Directorate. 2. Resolve complex matters across Strategy and Commissioning with the Adults and Public Health leadership team (and Childrens Services) without recourse to the Director of Adults and Public Health except in the most serious situations. 3. Provide strategic leadership on the development and implementation of policies, strategies and projects that deliver the responsibilities and priorities of Adults and Public Health Directorate (and Childrens Services) and broader health and social care integration agenda including the Local Authority statutory duties for education, ASC and CSC. 4. To act as a lead officer and directly advise the Directors, portfolio holders, council committees and panels, including Cabinet and Scrutiny sub-committees and council members, on all strategic policies and practices relating to the Commissioning of Outcomes for Adult Services and Children Services. Attend Council, Cabinet and other Committees and events as required. 5. Lead and direct the development and implementation of the Strategic Commissioning Plan(s) and related projects across the Council and partnerships. 6. Lead and co-ordinate communication on Commissioning both internally and with partners. 7. Develop and maintain effective governance and performance frameworks to clarify accountabilities and expectations and ensure that effective monitoring, reporting, and challenge mechanisms are in place for commissioned services, including council-led and joint commissioning with partners. 8. Ensure service agreements and contract arrangements enable service delivery against agreed outcomes. 9. Ensure monitoring and review arrangements are in place to enable evaluation of service delivery and impact on achieving agreed outcomes. 10. Maintain and develop effective systems and processes for identifying the needs of the local community and the resources available to deliver agreed outcomes. 11. Maintain and develop an effective framework for consultation, engagement and co-production with service users, staff, trade unions, voluntary and community organisations, partners and other stakeholders. 12. Ensure services are commissioned to enable achievement of agreed outcomes through effective, efficient, equitable and sustainable service delivery. 13. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services. 14. Maintain and develop effective relationships and strategic partnerships by working with key partners, service providers, stakeholders, and the wider community to facilitate high-quality commissioning of services. 15. Lead and direct health and social care integration across Harrow and North West London (NWL). 16. Represent or deputise for the Director Adults and Public Health as required at statutory and non-statutory forums e.g. Departmental, Council and partnership meetings and events. 17. Promote a positive image of Harrow externally and represent the council at local and national levels by attending and presenting at such conferences, seminars, meetings, and working parties as may be required. 18. Together with the Director and in collaboration with Adults and Public Health Management Team (and Childrens Services) and elected members, establish and implement a vision for Harrow in the development of its services, organisation and workforce. 19. Provide strategic leadership to school organisation strategy development and implementation and lead the commissioning of the school organisation capital programme. 20. Lead on a directorate developmental plan to review the use of assets for vulnerable residents and influence the Council’s regeneration programme to provide more local resources with potential savings in the future. 21. Secure alternative funding and resources as opportunities arise including bidding for capital and revenue grants and support charitable organisations to secure funding. 22. Deputise for the Director of Adults and Public Health as and when required.   **Finance and operations**   * To resolve the most complex and high-level operational issues so that they are resolved effectively, and precedents are set for the resolution of similar issues. * Prepare, monitor, and control the service budget to ensure that expenditures are in line with the agreed-upon business plan.   **Partnerships**   * To lead, develop, promote, and coordinate key partnership arrangements internally and externally to ensure that the service works with statutory, voluntary and private sector providers to support, care and protect children & young people in need of services and their parents and carers. * To develop and support innovative multi-disciplinary and partnership practices to maximise the impact of effective joint working with children, young people and their parents/carers. | | | | |
| **Selection Criteria - Knowledge, Skills and Experience** | | | | |
| **Role requirements** | | | **Essential** | **Desirable** |
| Excellent knowledge and understanding of current issues for local government particular across People Services and operating in a political environment. | | |  |  |
| Excellent knowledge and understanding of the legislative frameworks affecting LA responsibilities. | | |  |  |
| A clear understanding of the diverse nature of Harrow’s communities and the implications for achievement and inclusion services. | | |  |  |
| Experience of providing high level professional challenge, advice and support to partners, providers, headteachers, governors, Council officers and members. | | |  |  |
| Experience of leading on strategic policy development and implementation. | | |  |  |
| A strategic and lateral thinker, able to contribute to interdependent leadership and the development of integrated service delivery. | | |  |  |
| Experience and success in leading and managing individuals, teams, and budgets. | | |  |  |
| Proven experience of managing change and improvement programmes | | |  |  |
| Highly developed leadership skills, including evidence of strategic thinking and planning. | | |  |  |
| Proven ability to provide written reports to strategic and operational partners, including quality cabinet reports, briefings to senior partners etc. | | |  |  |
| Excellent critical thinking, influencing, communication and presentation skills. | | |  |  |
| High level analytical skills and the ability to draw data from a range of sources and present in a clear, concise manner. | | |  |  |
| Proven ability to motivate and manage teams. | | |  |  |
| Proven ability to make decisions autonomously when required on difficult issues. | | |  |  |
| Proven ability to work on own initiative and organise workload, working to schedule within changing deadlines. | | |  |  |
| Ability to work evenings and weekends as required. | | |  |  |
| Enhanced CRB clearance. | | |  |  |
| **Qualifications** | | | | |
| **Role Requirements.** | | **Job specific examples**  (if left blank refer to left hand column) | **Essential** | **Desirable** |
| Educated to degree level or equivalent or has the equivalent relevant work experience. | |  |  |  |
| Evidence of continuous professional development | |  |  |  |
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| **Other Requirements**  **The job involves travel for business purposes:** | | | | |

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| **Manager Signature** | **Employee Signature** |
| **Job Title** | **Job Title** |
| **Date** | **Date** |
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