

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Commissioning Manager – Children and Young People</b>
<b>Band:</b>	<b>7</b>
<b>Department(s):</b>	<b>Bromley Place Based – Integrated Commissioning</b>
<b>Function:</b>	<b>NHS Commissioning</b>
<b>Responsible to:</b>	<b>Associate Director – Children’s Commissioning</b>
<b>Accountable to:</b>	<b>Director of Integrated Commissioning (SELICB – Bromley)</b>
<b>Hours:</b>	<b>37.5</b>

### Role of South East London ICB

NHS South East London ICB is the statutory body responsible for commissioning healthcare services to south east London’s 1.9 million residents of the boroughs of Bexley, Bromley, Greenwich, Lambeth, Lewisham and Southwark.

The ICB buys services from hospitals, ambulance service and community service providers.

South East London ICB covers all GP practices in the area and is overseen by a governing body, which is responsible for making decisions about healthcare. The governing body includes GPs, nurses, a hospital doctor and other healthcare professionals and patient representatives. This is supported by other prime committees including Borough Based Boards which will have delegated responsibility for commissioning local services.

Some of the ICB’s key functions include:

- Making arrangements to secure public involvement in the planning and commissioning of healthcare services.
- Contributing to the boroughs’ Joint Strategic Needs Assessment (JSNA) and the Joint Health and Wellbeing Strategies led by the Health and Wellbeing Boards.
- Adhering to relevant principles of good governance and carrying out its functions effectively, efficiently and economically.
- Working with the local authorities and their partners to improve the wellbeing of children and their families, as well as supporting community care assessments, local education and the police, prison services and probation services.

South East London ICB’s key priorities include:

- Providing more systematic and proactive management of chronic disease to improve health outcomes
- Empowering patients and encouraging self-care
- Integrating models of care
- Ensuring urgent care systems maximise appropriate access of care for patients
- Improving access to services.

### **Working in an ICB:**

All roles will have a core base location and key areas of focus which may be locally within a borough or at scale across South East London. However, as part of operating within a single organisation as we move towards Integrated Care Systems, it is important to note that:

- We all work ultimately for South East London and the residents/ patients and partners within it, and we will need to support our colleagues in other functions or in other locations. Where required you should work with your line manager to ensure your work is prioritised accordingly.
- You may work more closely or as part of mixed teams with local authorities, trusts or other partners
- You may also be asked on occasion to travel to and potentially work in different ICB borough locations

### **JOB PURPOSE**

The Children's and Young Peoples Commissioning Manager will be responsible for a range of commissioning activity across the Bromley system, the postholder will hold a flexible and dynamic workplan which will cover elements of community, acute and primary care. The postholder will have a specific focus on delivering preventative services for long term health conditions, as well as focusing on innovation and transformation of existing services to ensure better outcomes for children and young people.

### **1. Duties and Responsibilities**

The post holder will be:-

- Responsible for the delivery of a range of time-limited commissioning projects related to children's and young people's services.
- Responsible for commissioning projects in the areas of:
  - community health services for children and young people including therapies and community nursing
  - acute and UEC for
  - children and young people's services in Primary Care Networks (PCNs).
  - Initiating and supporting transformation of services to focus on prevention and management of long term conditions
- Responsible for commissioning project tasks which will include:

- providing commissioning and commercial expertise at each stage of the commissioning cycle.
- analysing service and population data to inform commissioning projects and, in doing so, identifying trends, issues and risks.
- delivering commissioning project outcomes, including reports to the Associate Director for Children and Young Peoples
- coordinating project meetings of key stakeholders as required to ensure collective work and progress set against each objective.
- to present information that explains the work of commissioning projects in an appropriate way to a range of internal and external stakeholders.
- Responsible for the management and performance of a portfolio of non-acute contracts relating to children and young people's services.
- Responsible for making accurate, timely and detailed information and analysis available with regard to contract monitoring and management.
- Lead negotiations for several contracts as directed by Associate Director of Childrens Commissioning
- Contribute to the development of Operating Plans and other corporate documents as required.
- Identify and develop improvement opportunities and savings plans.
- To deputise for the Associate Directors as required.

### **Communications & Relationships**

- Operate effectively in a flexible and demanding environment and proactively engage with NHS staff, non-NHS staff consultants and contractors working on a variety of topics.
- Work effectively with a variety of external organisations, such as Public Health, Bromley Council, hospital managers, and a range of clinicians working on other projects and programmes.
- Work closely with Bromley Council's commissioning and contracting team, as well as managers in the children's social care, adult social care and education divisions of the Council.
- Provide and receive complex, sensitive and contentious information, presenting information, to a wide range of stakeholders in a formal setting.
- Have the ability to deal with resulting potentially aggressive/antagonistic situations.
- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Close liaison with the Local Integrated Care Partnership "One Bromley", in particular Commissioning Managers with contractual expertise to support project delivery.
- Close liaison with the Communications and Engagement team on public relations and marketing activities.
- Link with managers and members of other functions, to address inter-dependencies and ensure alignment.
- Apply a structured contract management approach and methodology for the impact of any change.

## **Financial and Physical Resources**

- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of budget management responsibilities.
- Responsible for ensuring adherence to the budget on-going monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny for your portfolio of contracts.
- Identify products, equipment, services and facilities for assigned activities, achieving stakeholder buy-in as required. Placing orders and coding invoices, keeping mindful of budget limitations.
- Responsible for making recommendations, providing advice and able to prepare, under direction, strategic reports/briefings linked to your portfolio of contracts.

## **Staff Management and leadership**

- Although the post does not directly manage staff, there may be occasions where, as appropriate, the post will be responsible for some work assigned to others.
- Responsible for recruitment of team staff as appropriate.
- Responsible for undertaking appraisal and personal development, including progressing any disciplinary or capability issues.
- Support, motivate and develop staff within the team to ensure that they are able to deliver team responsibilities.

## **Policy and Service Development**

- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines, service specifications and contracts as required.
- Responsible for reviewing national and local policies highlighting any potential impact to local contracts as required.
- Responsible for contributing to the review and development of existing information management systems and contribute to the development of an integrated approach to project management.

## **Analytical and Judgement Skills**

- Ensuring there is good quality data and analysis to inform commissioning projects. This will involve analysing service and population data to inform commissioning projects and, in doing so, identifying trends, issues and risks.
- Ensure there is robust and effective contract management for an assigned portfolio of contracts.
  - To support the identification and sharing of best practice.
  - To operate in a highly political and sensitive environment.
  - Support the ICB in demonstrating value for money for the current spend and service improvement through tracking, managing and delivering agreed benefits.
- Develop contracts for providers using the national NHS contract as a template, with appropriate local tailoring.

- Adhere to, and contribute to the development of, a process and timetable for contract monitoring and performance management.
- Make available; accurate, timely information to support monitoring and management.
- Engage with Executive leads, appropriate ICB clinical leads and other ICB staff in regular internal & external contract review meetings.
- Lead relevant contractual meetings and ensure contract compliance e.g. – contract terms, levers, incentives and penalties are utilised effectively.
- Work closely with the Associate Director and Deputy Head of Contracts, Finance Managers, CFOs and relevant Executive leads in ICB to ensure that that contract monitoring and performance management is rigorous and effective.
- Responsible for developing and sustaining appropriate and effective relationships with provider representatives.
- Take appropriate action to understand and provide contracting expertise in actions to reverse adverse movement in contract activity/financial positions.
- Engage others in analysis, manage complex analysis regarding performance across a range of providers and measures
- Work closely with finance and analytics colleagues to deliver the required monitoring and performance processes.

### **Information Management**

- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports.
- Analyse, interpret and present data to highlight issues, risks and support decision making.

### **Accountability**

- The post will be line managed by the Associate Director of Integrated Commissioning.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### **2. Mobility**

The post-holder is contracted to work at any appropriate south east London ICB office as necessary for the delivery of the functions of this role.

### **3. Confidentiality**

In the course of your employment you will have access to confidential information relating to the ICB's business, patients, providers and staff across the system. You are required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the organisation's interests. Information which may be included in the category which requires extra consideration covers both access to the general business of the ICBs and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your Line Manager before communicating such information to any third party.

Confidential information should always be treated according to the ICB's rules on confidentiality. Any inappropriate disclosure may be subject to the ICB's disciplinary procedures.

#### **4. Information Governance**

ICB staff must keep up-to-date with the requirements of Information Governance and must follow ICB policies and procedures to ensure that ICB information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage all of the Information they handle during the course of their employment with the ICB, making the information available for sharing in a controlled manner, subject to statutory requirements and the ICB Information Governance Policy, and formal Information Sharing arrangements.

#### **5. Raising Concerns**

Staff may on occasion have genuine concerns about healthcare matters and consequently the ICB endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the ICB's 'Raising Concerns (Whistleblowing)' policy.

#### **6. Records Management**

As an employee of the ICB, you have a legal responsibility for all records you work with e.g. patient records, financial records, personal, administrative, etc that you gather or use as part of your work within the ICB. The records may be held in a variety of formats such as paper, electronic, microfiche, audio and video tapes, etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

#### **7. Data Protection**

The ICB is registered as a data controller under the Data Protection Act 2018/General Data Protection Regulations. All the personal information we hold, obtain, record, use and share as an organisation is governed by this Act and Regulation. As an employee of the ICB you have a legal responsibility for all personal information you handle and must not at any time use the personal data in a way incompatible with the guidelines stipulated in this act. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act and the General Data Protection Regulations then you must contact your Line Manager.

#### **8. Health and Safety**

Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligations under the ICB's Health and Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with the Risk Management Strategy.

#### **9. Infection Control**

ICB staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to



this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the ICB.

#### **10. Financial Regulations**

All staff are responsible for the security of the property of the ICB, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Anti Bribery Policies.

#### **11. Safeguarding Children & Vulnerable Adults**

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Compliance with mandatory and statutory training requirements is an essential requirement of all employees.

#### **12. Risk Management**

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Responsibilities of staff with regard to risk management are outlined more fully in the Risk Management Strategy. Staff are responsible for ensuring that they are aware of those responsibilities.

#### **13. Code of Conduct**

The Department of Health's Code of Conduct for NHS Managers has been adopted by the ICB for all Director-level and senior management posts. This requires the post-holder to comply with the Code and for his/her actions to demonstrate a commitment to the Code. In particular, the post-holder must:-

- a) make the care and safety of patients his/her first concern and act quickly to protect patients from risk;
- b) respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- c) be honest and act with integrity;
- d) accept accountability for his/her own work, the performance of those he/she manages and of his/her own organisation;
- e) Demonstrate his/her commitment to team working by co-operating with all his/her colleagues in the NHS and in the wider community.

#### **14. Acceptance of Gifts and Hospitality**

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

#### **15. Equality and Diversity**

The ICB is committed to ensuring equality of opportunity for all irrespective of their age, colour, creed, ethnic or national origin, marital status, nationality, physical or mental disability, race, religious belief, sex, transgender, sexual orientation. Include all protected characteristics.

#### **16. Use of new technology**

The ICB is making increased use of computer technology. The majority of employees (both clinical and non-clinical) are expected to use automated information systems in their work in order to improve quality and co-ordination of services, to enable faster and more certain communication. Necessary training will be provided. Compliance with the Data Protection Act 1988, Information Governance and the relevant Computer Usage Policy is expected.

#### **17. Civil Contingencies Act 2004**

All staff will note the Organisation's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004).

#### **18. No Smoking**

Smoking by staff, patients and visitors, will not be permitted anywhere on ICB premises.

#### **19. General**

- The post holder may be required to work at any of the ICB's sites in line with the service needs.
- Create, maintain and enhance effective working relationships, both internally and externally
- This job description provides an outline of the tasks, responsibilities and outcomes required of the role. The job holder will undertake any other duties that may be required which are consistent with the grade and responsibility of the post.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the ICB's Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.



## Person Specification

### Children's Commissioning Manager – Band 7

#### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable	Assessment Method
<b>Education / Qualifications</b>			
Master's degree or equivalent professional qualification or management experience or Knowledge acquired through experience or training.	√		A,C
Evidence of continued professional development	√		A,C
<b>Experience</b>			
Demonstrable experience of children's commissioning and the specific challenges across children's services	√		A,I
Experience of successful commissioning services, including the key processes, within the health or social care landscape	√		A,I
Working with stakeholders to transform services, better meeting the needs of a specific population	√		A,I
Demonstrated experience of co-ordinating projects in complex and challenging environments;	√		A, I
Experience of managing risks and reporting;	√		A,I
Experience of drafting briefing papers and correspondence for a senior audience;	√		A,I
Experience of monitoring budgets and business planning	√		A

processes; Demonstrated experience in a Healthcare environment	√		A
<b>Skills and Abilities</b>			
Ability to analyse very complex issues where material is conflicting and drawn from multiple sources;	√		A,I
ability to communicate with a range of stakeholders, facilitating challenging conversations	√		A,I
Numerate and able to understand complex financial issues combined with deep analytical skills;	√		A,I
Knowledge of Financial Systems e.g. monitoring budget management, processing invoices and procurement	√		A,I
Comprehensive knowledge of project principles, techniques and tools, such as Prince 2	√		A,I
Ability to prepare and produce concise communications for dissemination to a broad range of stakeholders as required;	√		A,I
Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.	√		A,I
<b>Other</b>			
Ability to work as part of a team and work flexibly to provide support to other departments and teams as and when necessary	√		A,I

#### Assessment Method

A = Application	I = Interview	C = Certificate	T = Test
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