

JOB DESCRIPTION

JOB TITLE	Contract Lead
GRADE	PO8
REPORTING TO	Commissioning Community Care Manager
JD REF	

PURPOSE

Plan and manage the work resources required to achieve the successful outcomes of various transformation projects and commissioning projects.

MAIN DUTIES AND RESPONSIBILITIES

- Develop, implement, monitor and review robust quality assurance systems to ensure commissioned outcomes within contractual specifications are delivered.
- Lead in ensuring a coordinating response to Safeguarding issues or complaints within Commissioned services.
- Provide leadership management and guidance for Quality assurance staff to ensure robust quality assurance systems.
- Provide leadership management and guidance for Care Arrangement staff and processes in line with the needs of the service.
- Define plan and manage the work and resources required to achieve the successful implementation of various transformation projects through full programme /project lifecycle from initiation, scoping and cost benefit analysis to implementation and imbedding in practice.
- Manage projects that will implement commissioning change in all areas of operation and business delivery.
- Deliver projects based around integrated processes to deliver community based Services in partnership with internal and external partners.
- Develop and deliver projects capable of business process re-engineering through innovation.

- Engage positively with providers to develop the market in line with commissioning plans.
- Ensure appropriate procurement legislation is adhered to and the appropriate contract arrangements are in place and report on any practices that breach contracting or procurement arrangements.
- Lead on specific contract tendering implementation, maintaining and reviewing arrangements with all relevant providers.
- Work effectively in partnership with key partners and stakeholders, providers, customers, neighbouring local authorities and Care Quality Commission (CQC) etc.
- Provide reports to Head of Service, Senior Management, Strategic Leadership Team, Scrutiny and other boards as appropriate.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Professionally qualified/relevant degree (or vocational equivalent) and / or substantial experience.

Knowledge & Skills:

- Detailed understanding of the relevant professional, regulatory, statutory and corporate frameworks/standards.
- Excellent understanding of Council policies and a good understanding of wider strategic plans.
- Up to date and authoritative knowledge of the work practices, systems, processes and procedures.
- Sound analytical and problem-solving capability.
- Ability to plan and organise a range of complex activities and priorities within a focused area of service.
- Ability to formally train, motivate and mentor other professional staff.
- Ability to lead and provide coaching and support to others.
- Ability to influence others' behaviour through effective relationship building and conflict resolution.
- Ability to operate within a political context and framework.

Experience:

- Experience of managing budgets of some complexity and risk.



- Proven experience of managing projects.
- Proven experience of managing operational and care management services.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Able to influence based on clear technical knowledge and information.
- Plans own work and work of others over months.
- Contributes to plans through understanding of delivery and performance.
- Free to change systems, processes and delivery plans, and judged on level of delivery/service for team.
- Experience of delivering services/advice and developing others.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: AUGUST 2015

APPROVED BY: HEAD OF SERVICE

