

	Job Title	Operational Director, Strategic Commissioning
	Department	Chief Operating Officer
	Section	Strategic Commissioning
	Grade	Hay 3a
	Reports to	Chief Operating Officer
	Staffing Responsibility	Direct line management of a range of Heads of Service and indirect responsibility for all staff within the Strategic Commissioning section.

Job Purpose:

1. Lead on the development and implementation of a strong, cost effective and coherent strategic commissioning function for the Council.
2. Ensure that the strategic direction of the Council is well defined, rooted in excellent business intelligence and reflected in effective policy, planning and delivery.
3. Provide strong foundations on which to build the continuous development, improvement, efficiency and success of the Council including an environment that fosters innovation in commissioning and delivery.
4. Contribute to the senior leadership of the Council including taking responsibility for the wider development and delivery of cross-Council strategic initiatives and priorities.

Dimensions:

Has overall responsibility for the budgets of all units within Strategic Commissioning. Departmental budgets total approx. £100m.

Principal Accountabilities:

1. Work collegiately with senior managers and make a proactive contribution delivering Council objectives which impact positively on the lives of local people.
2. Lead a portfolio of services including:
 - Policy, Scrutiny and Business Intelligence
 - Performance and Programme Management
 - Procurement and lead commissioners
 - Partnership and Community Engagement
 - Transformation Services
 - Digital Services

3. Provide leadership and management to achieve high performance and effective operational delivery; which will include managing the effective use of resources and staff.
4. Work closely with the Chief Operating Officer to support effective working relationships with relevant portfolio holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
6. Lead, develop and promote effective partnerships with other statutory organisations, the private sector and the third sector in the commissioning and delivery of services.
7. Translate strategy into ambitious and achievable service plans, within available resources and with clearly defined targets and outcomes.
8. Ensure the Chief Operating Officer, Lead Members and the Corporate Management Team are briefed and kept up to date on the strategic commissioning agenda, including highly sensitive matters likely to have a major impact on the Council.
9. Provide clear, balanced and accurate advice and guidance to the Chief Operating Officer, Chief Executive and Lead Members on key strategic service issues and challenges.
10. Responsible for planning, controlling and deploying financial, staffing and physical resources to best effect to deliver agreed service priorities.
11. Provide leadership to the front line upwards gaining ownership of and commitment to the Council's overall aims and values.
12. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
13. Carry out duties with due regard to the Council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
14. Undertake any other duties commensurate with the general level of responsibility of this post.

Portfolio Responsibilities:

1. Lead on the development and delivery of a strategic commissioning model for the Council which is user, resident and community focussed including strategic commissioning for Children & Young People, Adults and Public Health.
2. Lead on the development and delivery of the borough's procurement strategy and procurement function in line with the strategic commissioning model.
3. Oversee the Council's policy and scrutiny function.
4. Ensure the Council plays a leading role in facilitating partnerships with organisations, agencies and the third sector.
5. Lead and manage Partnership and Community Engagement transformation and Programme and Performance management teams. Ensure the provision of effective support for the development of partnership work with local communities; support cultural change and business improvement across the council, including redesign of services.
6. Lead and manage the council's Digital Services portfolio.

Job Context:

- Wide range of internal and external contacts including senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.

- Management and leadership of high performing teams.
- Lead role in the development of the Council's services in this area.
- Operates within a corporate framework but with considerable freedom to shape services.
- Strategic lead developing services and ensuring implementation of new legislative requirements.
- Overall responsibility for high performance and professional standards across the group.
- Ensures high professional standards.

DBS Status	To be confirmed with Human Resources
Politically Restricted	Yes

Person Specification

Knowledge, Experience & Skills

Specify the knowledge, experience, skills and abilities required.

Knowledge and Qualifications

- Relevant professional qualification or extensive senior management experience in relevant portfolio area.
- Evidence of significant relevant Continuing Professional Development (CPD).

Experience

- A track record of achievement at a senior leadership level in a large scale, highly diverse customer centric, political organisation including:
 - delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
 - effective resource management
 - planning and evaluation including anticipating priorities, changing landscapes and future needs
 - proven track record of achieving and managing cultural and organisational change and of leading improvement in relevant areas.
 - developing and delivering large scale projects and programmes.
 - a record of innovative achievements in joint working with partners and stakeholders.
- Experience of contributing as part of a senior management team through effective business planning, budget management and performance appraisal.
- Substantial experience of partnership working, commanding confidence and building positive working relationships in support of key objectives.

Key Skills

- Strong leadership and management skills including people, performance and budget management.
- Communication, negotiating and influencing skills.
- Work collaboratively corporately and departmentally creating a strong team spirit.
- Strong role model who demonstrates a personal commitment to high standards of public service, equalities, integrity and professionalism.
- Develop and maintain effective partnership arrangements both internal and external to the organisation.
- Identify opportunities through multi-agency working that deliver improvements.
- Develop and deliver a clear sense of service direction and purpose.
- Excellent judgement and demonstrable track record of senior management decision making.
- High level planning and management skills ensuring excellent service delivery.
- Think and act strategically, analyse complex evidence and develop practical, innovative and entrepreneurial solutions to the management of strategic issues and complex problems.
- Organisational skills to translate strategy into plans and deliver high performing services, managing risks and overcoming barriers to success.
- Communication and influencing skills to inform, consult and negotiate with a wide range of audiences in a straightforward, articulate and persuasive manner and the Interpersonal ability

to engender confidence and respect.

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