



**Job Description:** Assistant Director: Commissioning Support

**Job grade:** HS2

**Job Purpose:**

- Lead the commissioning and contract management of all Council services to achieve effective delivery of the Wirral Plan.
- Provide the best possible commissioning support to the Council and its partners.

**Reports to:**

Director for Business Services (Assistant Chief Executive)

**Key Accountabilities:**

- Lead the development of a commissioning approach and framework for all Council services.
- Take overall responsibility for the management of commissioning reviews leading to recommendations for future service delivery.
- Ensure co-ordinated, multi-agency planning and commissioning mechanisms are in place, ensuring effective involvement and engagement in service review, development, commissioning and monitoring.
- Ensure systems of quality assurance are in place/planned for potential or commissioned services.
- Manage the budgets for agreed commissioned services, ensuring compliance with contractual arrangements and agreed service specification and standards.
- Ensure the provision of cross cutting commissioning and commercial expertise to support each stage of the commissioning cycle.
- Work with key stakeholders to develop future support needs and reflect these in contractual arrangements, key performance indicators and quality measures against which providers can be assessed. Support and challenge underperforming providers.
- Develop leading edge outcome based specifications, consistent contract performance and quality management.

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- Challenge conventional local government approaches to enable the organisation to drive greater efficiency and effectiveness through the development of best practices and innovative commissioning, contracting, market development and resource management.
- Build and maintain effective business relationships with providers, partners and stakeholders to ensure the intended outcomes and maximum value is achieved in a sustainable and affordable way.
- Manage the budget associated with this post. The budget will be set out in the Accountability Statement.
- Manage Senior Managers and Officers who support this post.

**Knowledge:**

- A relevant qualification at degree level or equivalent and/or significant experience in commissioning support/management.
- A proven understanding of the value of commissioning.
- A detailed understanding of the legal, regulatory frameworks relating to commissioning, procurement and contracting decisions.
- A proven understanding of how to deliver commercially within a complex environment.

**Experience:**

- Experience in commissioning, contracts and commercial development.
- Experience of carrying out commissioning reviews.
- Evidenced experience in management of commissioning, procurement and/or commercial functions and of achieving sustainable improvement in value and outcomes.
- Substantial track record of successful implementation of complex commissioning programmes with multiple stakeholder engagement.
- Demonstrable record of delivering significant efficiency savings as a result of more effective commercial, contract and procurement practices.
- Experience of working at a senior level.

**Skills:**

- Ability to analyse and interpret complex commissioning issues, information and data to inform the commissioning process.
- Strong commercial mindset and skills and business acumen.
- Strong interpersonal skills with the ability to negotiate, influence and generate confidence, trust and respect.
- Ability to simplify and explain complex information to a range of audiences.

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- Ability to identify, implement and manage effective systems to monitor contracts and performance.
- Ability to gain maximum value for the Council and partners by working effectively and positively with providers.
- Resilient, tenacious and outcome focussed.