

Head of Commissioning and Partnerships

Department: Health and Community Services

Division: Health Modernisation

Reports to: Health Modernisation Director

JE Ref: HCS601

Grade: CS14

JE Date: 20/04/2020

Job purpose

Responsible for developing and implementing a successful commissioning strategy and partnership approach for HCS and the island.

Lead and oversee the development and implementation of programmes and services, particularly systems, to ensure services to meet the needs of Islanders and deliver positive outcomes.

Job specific outcomes

1. Lead the development of the department's commissioning strategy in order to deliver contracted and commissioned services that support the department's strategy and are safe, sustainable, affordable and effective.
2. Accountable to provide specialist advice on matters of commissioning and partnership management to effectively represent the department at key leadership forums in Jersey and elsewhere, including the UK Department of Health, NHS Trusts and provider organisations in the UK
3. Specialist technical adviser on commissioning and contract management and relevant legislation, regulation, policies and protocols that will underpin the commissioned services to ensure that services are compliant with these frameworks.
4. Analyse opportunities for HCS and partner agencies to develop a co-ordinated approach to services for the population of Jersey to ensure alignment and consistency in care delivery.
5. Regularly brief senior stakeholders, providing the data and analysis required to make informed priority, policy and resource allocation decisions, to manage performance against the Government Plans to hold internal and external providers to account.
6. Lead contract discussions with a number of senior stakeholders, to ensure that services can be procured and delivered to agreed time and cost, to ensure that service improvement is an integral element of commissioned services.
7. Accountable for the monitoring and review of performance standards against agreed objectives for contracts to ensure commissioned services deliver departmental and government-wide objectives.

8. Acts as the subject matter expert for contract management and provides technical advice in order to support senior stakeholders across the whole health and care system in developing effective contractual agreements.
9. Coaches external stakeholders as well as “Heads of” care groups to develop their own capabilities in contract management and commissioning processes to ensure effective procurement and management of external providers.
10. Lead on shaping the strategic commissioning framework for the Health and Community Services to ensure consistency of delivery.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Post graduate qualification in public sector / social policy or equivalent level of experience of working at a senior level in specialist.</p> <p>Project management qualification, such as PRINCE 2 or similar</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of risk management and assessment of cause, impact and mitigation. A full understanding of commissioning quality assurance process.</p> <p>Expert knowledge in the commissioning cycle.</p> <p>Knowledge of performance management / development of metrics.</p> <p>A strong understanding of corporate governance frameworks.</p> <p>Strong evidence of direct experience of health and care commissioning and contracting and the operational mechanisms that underpin them</p> <p>Understanding the needs and challenges of working with a wide range of stakeholders.</p> <p>Understanding of the strategic, legislative and political frameworks of the States of Jersey and ability</p>	

	<p>to operate at the highest level within them</p> <p>Knowledge of States of Jersey financial processes and experience of managing budgets</p> <p>Understanding of departmental and organisational strategic objectives in a public sector environment.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Numerical skills and the ability to produce accurate management information</p> <p>Excellent project management and planning skills.</p> <p>Contract and financial management, planning and reporting skills.</p> <p>Ability to manage performance and adequately assess and manage risk.</p> <p>Ability to interpret local and national policy and guidelines</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent oral communication to negotiate, liaise with, persuade and influence senior stakeholders and those at all levels</p> <p>Diplomatic and ability to handle and control difficult situations.</p>	

	<p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Recent experience in commissioning, service redesign or contracts management for health and care services. Ideally with a background in clinical or care commissioning.</p> <p>Significant operational experience running a large number of complex service delivery projects.</p> <p>Experience of developing and managing budgets</p> <p>Significant demonstrable experience of negotiation and influencing skills</p> <p>Leading the development and delivery of strategy</p> <p>Project/programme/change management experience</p> <p>Experience of building and maintaining stakeholder / partnership relationships with a focus on delivery</p> <p>Experience working with politicians and proven political acumen to ensure the progression of service</p>	

	plans, strategies and outcomes.	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 3 core accountabilities attributes and behaviour indicators.