

Coventry City Council

Head of Adult Commissioning

Application Pack



Chief Officer Job Description and Person Specification

Head of Adult Commissioning

Job Details	
Grade	SM1
Service	Adult Social Care and Support
Location	City Wide
Job Evaluation Code	W0114W

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Chief Officer Responsibilities
All Chief Officers have an explicit responsibility to work as part of a team, in accordance with the Nolan Principles (see Person Specification) to collectively deliver the agenda of One Coventry. These are fundamental elements of the role, not an addition, and are summarised as follows; • Seeking to improve the lives of all residents by delivering a One Coventry Approach. • Being financially responsible and accountable. • Understanding, communicating and contributing to the delivery of strategic aims of the One Coventry Plan. • Working across the organisation to show a) effective and visible leadership to overcome silos, b) effective use of resources and c) an increase in performance. • Meeting statutory obligations to promote and ensure compliance with policies and procedures including the financial regulations and standing orders. • Developing creative solutions whilst keeping the resident at the centre of our work. • Being inclusive in approach and activity, living the values. • Being flexible and adaptable in approach, working to deliver the best possible outcomes.

- Advising elected Members and supporting the democratic process.
- Proactively and continuously seeking to improve service delivery.
- Creating and endorsing a culture that nurtures and develops our people and their talent.
- Acting as corporate parent to the Council's Looked After Children, taking an active role in promoting and ensuring safeguarding responsibilities are met.

About the Service your team will provide

Responsible for Adult Social Care Commissioning, ensuring statutory duties, including procurement and legislative functions, are effectively managed. Set commissioning strategy and lead market development activity. Oversee contracts commissioned by the Council, those managed on its behalf, and arrangements with other statutory organisations, such as health bodies.

Lead on joint commissioning arrangements and develop effective partnerships with agencies, providers, residents, and unpaid carers. Lead responsibility for unpaid carers. Provide guidance and oversight across Adult Social Care commissioning, from strategy to evaluation, ensuring services are shaped by people's strengths, aspirations, and lived experience.

The role will also lead and support assurance activity, evidence the impact and outcomes of commissioned services, and use learning, data, and resident voice to inform commissioning decisions, support co-production, and improve outcomes for Coventry residents.

This role has a wider contribution to the effective delivery of Adult Social Care as a member of the Adult Social Care Management Team and is also part of the City Council Senior Leadership Network making a contribution to achieving wider organisational objectives.

Main Duties & Key Accountabilities

Developing strategies and policies to meet Government and Council requirements for Adult Social Care.

Providing strategic leadership for the local authority in commissioning, monitoring, and improving performance within Adults Social Care services.

Taking responsibility for every aspect of commissioning activity for Adults Social Care and any specified tasks for other Council areas or partner organisations.

Ensure that the adult care and support services and support to unpaid carers is developed in order to meet the diverse demographics of City, and is both accessible and inclusive.

Ensuring that effective partnership/joint working arrangements exist to support the delivery of effective commissioning across local authority and health partners.

Taking lead responsibility for compliance with delivery to agreements relating to our commissioning

across Adult Social Care and on behalf of other organisations as required.
Taking lead responsibility for ensuring mechanisms exist to arrange care and support, either through brokerage functions or alternative methods.
Taking lead responsibility for providing support to carers, including developing strategies that address their needs to sustain their caregiving responsibilities effectively.
Ensuring compliance with statutory requirements set by the local authority for Adults Social Care commissioning and provision across all user groups.
Ensuring City Council compliance with statutory responsibilities under the Care Act and subsequent legislation, alongside related aspects of adult social care performance.
Taking responsibility to ensure the establishment and maintenance of market shaping, development, and robustness policies and procedures across all areas.
Engaging actively in and contributing positively to readiness for regulatory or oversight processes within adult social care. Taking responsibility for outcomes and using them to improve.
Leading business continuity standards and compliance for providers of Adult Social Care both internally and externally.
Ensuring registration, career pathways and continuous professional development arrangements are in place for adults social care staff within commissioning.
Ensure effective mechanisms are in place for the identification of unpaid carers and that our carers support offer enables the full range of carers (including young carers) to continue caring.
Ensuring that relevant commissioning information/strategies are accessible to citizens and wider agencies, kept up to date and are evaluated for effectiveness.
Contributing to local and regional / national multi-agency workforce learning and development strategy, to ensure the broader Adult Social Care workforce has the diversity, skills and capacity to support our residents.

Key Relationships	
External:	Social care providers, Health, Other Local Authorities, Commissioners, Carers, Care Quality Commission
Internal:	Senior Colleagues, Elected, Members, Employees, Trades Unions

Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Chief Officer Expectations

As a senior leader you are accountable for the achievement of corporate priorities and outcomes within agreed resource and timeframes.

Your role contributes to leading the organisation, including specific accountability for identified services, ensuring a responsive, resident-focused approach but working together through our systems and processes.

You will support and advise the Council on strategic and significant operational matters.

Responsible for

Service Manager – Commissioning x 1

Commissioning Managers x 2

Joint Commissioning Managers x 2

Person Specification

Requirements	
Knowledge	In depth knowledge of the regulatory, change and improvement agenda for adults social care and the wider health agenda.
Knowledge	Expert knowledge of public sector commissioning, including procurement legislation, Care Act and safeguarding legislation and practice
Knowledge	Performance Management and service improvement agenda in health and social care
Knowledge	Governance and Best Practice relating to commissioning, partnerships, joint working and resident involvement
Knowledge	Knowledge of CQC assurance, co-production, and strengths-based commissioning in Adult Social Care
Skills And Ability	Lead the development and implementation of commissioning strategies to meet organisational objectives and quality standards
Skills And Ability	Demonstrate the ability to effectively manage large budgets within resources on behalf of the city council and other organisations
Skills And Ability	Have excellent communication and interpersonal skills to engage with stakeholders at all levels
Skills And Ability	Be able to analyse data and performance metrics to identify areas for improvement and innovation
Skills And Ability	Advanced negotiation expertise, capable of maintaining relationships with senior leaders, board members, staff in health, social care, and trade unions
Skills and Ability	Ability to use resident voice, data, and assurance evidence to shape commissioning and improve outcomes.
Experience	Extensive management experience in a relevant field, such as public sector commissioning, Adults or Children's Social Care or Health
Experience	Extensive experience of engaging citizens/customers/organisations and utilising learning/feedback and quality assurance effectively and

	meaningfully
Experience	Experience of co-production, quality assurance and evidencing impact in Adult Social Care or related services.
Qualification	Substantial public sector/social care/health experience at a senior level and demonstrable experience of citizen involvement
Special Requirements	This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment

Chief Officer Principles

The post holder is required to observe and fulfil the seven principles of public life (also known as the Nolan Principles).

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful.

Leadership: Setting an example and promoting these principles