Strategic Commissioning Senior Project Manager

* Service area: Strategic Commissioning and Investment
* Grade: PO6
* Reports to: Director Strategic Commissioning and Investment
* Your team: Strategic Commissioning and Investment

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

Background and Context

Our aim in Adult Social Care is to create a health & social care workforce that works seamlessly together to improve outcome for residents. We will enable people to live healthy independent lives for as long as possible in their own homes, or the place they call home.

Our vision in Children and Young People’s Directorate is to ensure Islington is a place where all Children and Young People feel safe in their community, belong to a place, lead change, and are able to thrive, which leads to fulfilling lives.

Overall Purpose of the Role

The Strategic Commissioning Senior Project Manager is a member of LBI’s Strategic Commissioning & Investment Team.

We place high importance on strategic leadership and management and leadership skills. For us leadership involves balancing the development and the driving through of strategy and change with keeping an eye on the detail in order to drive performance improvement. We are looking for someone who can achieve this balance and deliver on three specific projects.

The post-holder will lead and manage these critical strategic projects that support the councils ambition to tackle inequality for our children, young people and the adults that live in Islington and come from marginalised communities. Specifically you will lead:

• Progression to Adulthood Transformation – this is a complex large scale piece of work. There are a number of strands to be developed that support young people and their families to transition into adulthood well, ensuring they understand what this means for them so that it is safe and ensures they are adequately supported whilst at the same time being enabled to be independent. This postholder will work across operational and strategic teams in children’s and adults, and with external partners in health and the VCS, CYP and parents to codesign the solutions we need.

• Black Young Men and Mental Health – The young Black men and mental health programme is an innovative programme, which sits within CYP services which designed to improve mental health wellbeing outcomes for young Black men, and to improve their life chances in Islington. The programme is comprised of four pillar programmes:

1. Early Intervention and Prevention: Becoming a Man (BAM) – counselling and 1-1 mentoring through a mentor being placed in three secondary schools in the borough.

2. Elevate Innovation Hub – A Community hub which delivers therapeutic solutions based on culturally competent practice. There is a Senior Psychologist and Lead Psychologist as well as trained Elevate Coaches who primarily supports young Black and mixed heritage men aged 16-25 at risk of poor (mental) health, serious youth violence and exclusion from school/education/training.

3. The Barbers Round Chair Project: This pillar established a network of Islington Barbers as community mental health ambassadors and champions

4. A cultural competency and anti-racist practice training programme for partners who delivery including Police, GPs, social care and schools and police

• Somali Community - This post will help co-ordinate a taskforce that has been established to tackle the multiple disadvantages of poor outcomes in health, education, employment, policing and beyond within the Somali community. Taking a public health trauma-informed response to the unmet needs of this community, means providing a holistic, sensitive and meaningful programme that can support, restore and rebuild trust with the Somali community

Key responsibilities

**Strategic Responsibilities**

1. To act as lead strategic commissioner for these 3 discreet pieces of work; supporting the development plans with colleagues, partners and Islington residents to ensure that they fully reflect the priorities of residents and their families.

2. To lead the assessment and analysis of relevant data to inform the development and review of existing services, and develop robust business plans and options appraisals for decision making for these strategic pieces of work.

3. To deputise for the Director and represent the Council positively at a range of internal and external meetings with senior stakeholders, with other agencies, including NCL ICB, other Local Authorities, NHS Trusts,, VCS, and a range of relevant providers working together to improve services and deliver key objectives.

4. To ensure that team work with colleagues across the system where required to deliver these areas of work.

5. To be an active member of the Senior Leadership Team for Commissioning and to support the leadership and management of the service.

6. To lead new strategic, collaborative and innovative approaches related to these pieces of work.

7. To ensure all activity within these pieces of work promotes key local priorities to challenge inequalities and increase social value.

**Joint Working**

8. To act as a system leader, working in partnership with other Islington Council departments, ICB Commissioners and other ICB colleagues, Public Health Specialist staff, CYP, families and providers from the private, voluntary and community sectors to establish effective services and re-engineer system wide change in relation to the groups targeted in these three pieces of work.

9. To support the further development of an integrated approach to working across the system to improve outcomes for disabled CYP in transition, young black men with mental health support needs (and prevention of these needs developing), and for the Somali community.

10. To work in partnership with colleagues across the system to ensure we are developing shared priorities in this area.

**Managing the areas of work**

11. To lead the development and delivery of these pieces of work taking a systematic approach that ensures effective governance, monitoring progress and providing support to the team to unblock issues.

12. To report progress to senior leadership, clearly highlighting risks and issues, blockages and opportunities.

13. To coordinate delivery where necessary and identify resources as required

14. To use data and insights to inform activity, taking an evidenced based approach

15. Developing an outcomes framework for each area so progress and improvement is demonstrable and can be shared with senior colleagues, members and the relevant statutory boards e.g. Health and Wellbeing Board, Safer Islington Partnership

**Resource Management and Planning**

16. To manage people, delegated budgets and other resources, utilising them innovatively and creatively to improve outcomes related to these pieces of work, at the same time ensuring expenditure is contained within cash limited budgets, that risk and need are balanced and ensuring that timely corrective action is taken to deal with any variances that arise.

17. Ensure the service complies with the Council’s corporate governance including risk management, performance monitoring, information governance, and staff supervision and performance management.

18. Comply with all resource and finance governance processes, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities.

19. To provide effective leadership, management oversight and co-ordination of these pieces of work so they deliver on time and within budget.

20. To hold and manage any related budget for these pieces of work as and when required.

**Leadership**

21. To contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council’s objectives and priorities.

22. To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. You will be committed to the strength-based practice model, with a person-centred approach, promoting independence, community connection and measurable outcomes.

23. To lead continuous improvements across adults and children’s working in collaboration with managers, practitioners, partners, providers service users and carers towards consistently high standards of practice in relation to these areas of work.

24. To work as part of the ASC senior leadership team to promote a culture of collaboration, empowerment and efficiency.

**Management Reporting**

25. To ensure that the Council’s adult social care leadership team, children’s senior management team, Council Members and health partners are provided with high-level policy advice and information on which to make strategic decisions on health and social care services and use of resources.

26. To be responsible for the production of strategic documents and reports analysing data and making recommendations to relevant key boards and forums.

**Confidentiality:** All staff and contractors working for LBI have both a common law duty and a statutory duty of confidentiality to protect personal identifiable and sensitive information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.

**Information Governance:** To keep up-to-date with the requirements of information governance and must follow policies and procedures to ensure that information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment, making the records available for sharing in and confidentiality policies, procedures and guidelines (e.g., Freedom of Information Act 2000, Caldecott guidelines).

**Safeguarding:** Safeguarding is everybody’s business. Abuse causes devastating consequences to children and adults of all ages, throughout the rest of their lives. All employees therefore have a duty to safeguard and promote the welfare of children, young people and adults at risk. It is an essential requirement that staff are aware of the local Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

**Health and Safety:** All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and you must participate in accident prevention by reporting hazards and following relevant policies and procedures.

**Equality and Diversity:** Islington Council is committed to challenging inequality for our staff and our community. All staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to their behaviour to other employees and service users.

Work style

Hybrid with consistent, regular face to face meetings office working is expected, combined with some working from home

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Experience

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| E1 | Knowledge and understanding of ethnic, cultural, religious, language needs of Islington borough communities requiring services, in order to commission appropriate services. | Application/Interview |
| E2 | Knowledge and understanding of national policy developments, legislation and statutory duties, responsibilities, and best practice in for these 3 areas of work | Application/Interview |
| E3 | Experience of working in strategic commissioning/service development or transformation  | Application/Interview |
| E4 | Experience of working in partnership with providers to secure sustained improvements in quality | Application/Interview |
| E5 | Experience of commissioning, developing or co-designing services that prevents escalation of need and/or meet the needs of some of the most complex individuals | Application/Interview |
| E6 | Knowledge and experience of strategic planning, the commissioning process, contracting and performance monitoring working within a changing and complex environment and demonstrable ability to work across a range of care groups. | Application/Interview |
| E7 | Experience of working in co-productive ways with experts by experience, stakeholders, system wide partners  | Application/Interview |
| E8 | Experience of effective budget and financial management in a local authority or similar environments  | Application/Interview |
| E9 | Experience of empowering staff, rewarding success and tackling poor performance as required | Application/Interview |
| E10 | Experience of undertaking service reviews, needs assessments and implementing findings or developing new care pathways alongside experience of negotiation and monitoring of contracts.  | Application/Interview |

Skills

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| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E11 | Ability to analyse and interpret financial and performance reports to inform the selection of appropriate commissioning and procurement options.  | Application |
| E12 | Excellent communication, interpersonal and listening skills, particularly in relation to people who draw on services, and ability to provide sound, professional advice with clear, cohesive, well-presented arguments to support proposed viewpoints and recommendation.  | Application/Interview |
| E13 | Ability to work collaboratively and collectively with senior officers across the Council, with health partners and provider organisations in the NHS, voluntary and private sectors to achieve the department’s strategic commissioning priorities.  | Application/Interview |
| E14 | Strong negotiating and influencing skills to bring about service development/ performance improvement in services.  | Application/Interview |
| E15 | Excellent literacy and report writing skills. Ability to prepare clear concise written reports (e.g., strategies, business cases, service reviews) and verbal reports for a range of audiences.  | Application |
| E16 | Good IT skills  | Application |
| E17 | To work in a matrix organisation with flexibility to be deployed across the Strategic Commissioning and Investment function to meet with departmental requirements.  | Application |
| E18 | Ability to support, promote and deliver services in line with the Council’s Equal Opportunities and Dignity for All policies, highlighting the specific needs of different groups.  | Application/Interview |

Special requirements of the post

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| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E19 | This post is a politically restricted post |  |

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor’s Good Work Standard; Stonewall Diversity Champion; and Time to Change.

