

Head of Policy to the National Commissioning Board (Social Services and Health)

Closing Date: 20th January 2020, Midday

Interview Date: TBC

Salary: Grade 7 £57,769 – £69,092 (SCP 52 -55)

Term: The position is offered on a fixed term basis until March 2021 either by secondment or a fixed term contract

Reports to: The Chairs of National Commissioning Board

Based: Local Government House, Drake Walk, Cardiff (this is a Pan Wales post so regular travel to Cardiff and across Wales will be expected)

Politically Restricted: Yes

Welsh Language essential: No

About the Role

Based within the Social Services and Housing Directorate in the WLGA, the post holder will provide leadership and programme management to the National Commissioning Board. The Post holder will work to the joint chairs of the National Commissioning Board, providing specialist advice and support on all aspects of health and social care commissioning strategy and practice and will be responsible for driving forward the work of the board and ensuring successful delivery of its agreed work plan.

Duties and Responsibilities:

- To lead the development and successful delivery of the Strategic Work Programme of the National Commissioning Board in conjunction with the joint chairs.
- To continue to develop and refine an ongoing programme of work in conjunction with the Chairs of the Board, providing regular updates and progress reports.
- To act as the Secretary for the National Commissioning Board in aspects of its operation.
- To act as a key link and liaison between the National Commissioning Board and;
 - The joint chairs
 - Individual Members of the National Commissioning Board
 - Directors of Social Services in Wales and relevant Health Directors
 - Local authority and health boards commissioning leads across Wales.
 - Senior Welsh Government officials including Directors for Health and Social

- Other partners and stakeholders, including providers
- To lead on undertaking and facilitating the work of the Board as set out in its annual work plan and oversee its delivery, including leading on the delivery of specific projects.
- Liaise with relevant regional, local and national groups to inform the work of the Board.
- To attend National Provider Forum Meetings on behalf of the Board and other related meetings.
- Act as the Representative of the Board at a range of multi-agency meetings to raise awareness of the Board's work as required.
- Develop and maintain governance structures, which are fit for purpose and deliver on the Board's strategic work programme.
- Produce and present reports to the Board and other partners as requested.
- Produce an annual review of the Board's work.
- Produce quantitative and qualitative data reports relating to national commissioning
- To develop performance management data relating to commissioning to inform strategic decisions
- Correspond with various agencies at national, regional and local level on behalf of the Board.
- Contribute to the co-ordination, development and oversee/co-ordinate the delivery of specific training relating to commissioning.
- Providing advice and guidance to practitioners, managers and senior managers from all member agencies on national issues.
- To identify and disseminate good practice within Wales and further afield.

Person Specification

Essential

Experience

- Detailed knowledge of commissioning policies and practices across health and social care
- Experience of leading social care and health strategic commissioning
- Project Management and Business Planning Skills
- Ability to work collaboratively across multi-agency organisations
- Knowledge and experience of social care and health commissioning and the national agenda for transforming social care services and health services
- Analytical skills and experience of applying these skills in practice
- Experience of defining and achieving measurable objectives
- Ability to work under pressure and to adhere to deadlines for task completion
- Experience and understanding of working in a partnership context and experience of chairing meetings and facilitating multi-agency forums
- Experience of developing agreements and protocols in a partnership environment
- Experience of working with other agencies across professional boundaries

- Demonstrable experience of planning and commissioning health and social care services and leading commissioning/procurement processes
- Experience of health and social care market development

Knowledge and Skills

- Awareness, knowledge and understanding of the wider context of change and development in the field of strategic commissioning for health and social care
- Thorough knowledge of the role, function and responsibilities of the Local Authority and Health Board in respect of commissioning roles and responsibilities
- A good knowledge and understanding of the key differences, benefits and challenges relating to private, public and social value providers
- Understanding of management and leadership role required to influence change or transformation

Personal Qualities

- Enthusiastic, commitment to achieve goals
- Ability to travel to national meetings as required
- Ability to engage and lead diverse, cross sector groups of individuals

Desirable

- Demonstrate an ability to provide professional guidance and consultation to organisations, teams and individual staff in the field of commissioning
 - Experience of presenting/training and dissemination of information to professional staff in a multi-agency context
 - The ability to communicate through the medium of Welsh
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Information about the National Commissioning Board Wales

The National Commissioning Board has been established with the broad purpose of improving the quality of commissioning in Wales and developing effective practice in relation to integrated commissioning between local authorities and local health boards. The Board's membership is made up of representatives from: Local Authority; NHS; Regional Partnership Boards; Providers; Third Sector; Social Care Wales; WLGA; and Welsh Government.

The primary aims of the Board are to:

- provide an authoritative voice and play a central role in building vision and setting a national direction for the commissioning of health, social care and wellbeing services in Wales
- maintain a national perspective on markets and provide direction for the development of a stable and diverse health and social care market in Wales that includes an appropriate balance of public, private and social value sector provision.
- work with partners to develop and support commissioner networks that provide a coherent approach to improving commissioning and procurement practice across Wales
- influence national policy and advise key stakeholders on the approaches and resources required to deliver effective commissioning for sustainable health and care services.
- drive the development, implementation and sharing of good practice and provide support to Regional Partnership Boards to fulfil their duties in relation to effective regional commissioning and pooling of funds.
- support the delivery of *A Healthier Wales* through effective integrated regional commissioning of health and care services.
- create a conducive climate, with appropriate mechanisms for constructive engagement between commissioners and providers in order to effectively respond to the needs of service users (all age)

The Board itself reports via the National Social Care Partnership Board and the *A Healthier Wales* Transformation Board and is supported by an Executive Group. Funding has been agreed by Welsh Government for two years initially (2019-21) to support the administration and delivery of the Boards agreed work programme, with the WLGA hosting the administrative staff/arrangements that support the Board.

Apply Now!

For an initial discussion about the role please contact Shelley Davies in Welsh Government on 03000 255700.

To apply, please send a covering letter with a completed application form by the closing date of 20th January 2020, midday to:

HR Manager
Welsh Local Government Association
Local Government House
Drake Walk
Cardiff, CF10 4LG
e-mail recruitment@wlga.gov.uk

Shortlisted applicants will be invited to interview on to be confirmed at Local Government House, Cardiff. Shortlisted applicants may be requested to undertake a task before attending for interview, as well as pre-interview tasks on the day, followed by an interview with a selection panel.