

Newcastle City Council Job Description



Post title: Programme Lead: Commissioning (A4795)
Responsible to: Service Manager: Commissioning (Social Care and Inclusion)
Responsible for: Staff as allocated
Grade: N11

Job purpose: To manage a team and oversee the daily delivery of commissioning and procurement activity which delivers transformational change across a range of care, treatment and support services within allocated resources to improve the health, wealth and wellbeing of Newcastle's residents, and reduce inequalities.

Principal Accountabilities:

Corporate

- (i) Participate in or lead corporate or directorate programmes, projects and assignments as required.
- (ii) Collaborate with and support directorates to achieve the Council's strategic objectives through identifying, delivering and measuring social and financial value.

Directorate

- (iii) Manage allocated staff and operational activities to ensure that quality, performance and financial objectives are met across the breadth of social care and inclusion commissioning categories.
- (iv) Ensure the team has clear objectives and performance management arrangements to achieve continuous improvement in all aspects of commissioning, procurement and contract management activity across the social care and inclusion commissioning category areas.
- (v) Contribute to service and system planning activities.
- (vi) Ensure that commissioned services are effective and responsive in meeting the needs of Newcastle's residents, both now and in the future, delivering high quality and value for money care and support
- (vii) Develop effective working partnerships and relationships with a range of external and internal partners to identify opportunities for collaboration and / or integration and contribute to the system changes required to improve outcomes for Newcastle's residents.

- (viii) Contribute to the development of, and maintain, effective governance and operational processes for effective commissioning and procurement across social care and inclusion category areas.
- (ix) Promote and implement the council's Equality Policy in all aspects of employment and service delivery.

External

- (xvi) Work with a range of external partner agencies and providers to develop innovative and collaborative service provision arrangements.
- (xvii) Participate in regional and national activities as required ensuring best practice is developed and shared.

November 2020