

# Service Development Manager, Integrated Commissioning – Grade 15

## Job purpose

In Kirklees we are developing an innovative and integrated approach to the commissioning of services for Adults in our communities. Our integrated commissioning offer has been developing over a number of years across a range of health and care services with much success. The ambition and principles within our integrated commissioning strategy set out our intention to integrate further and at a greater pace across the Council and both CCGs.

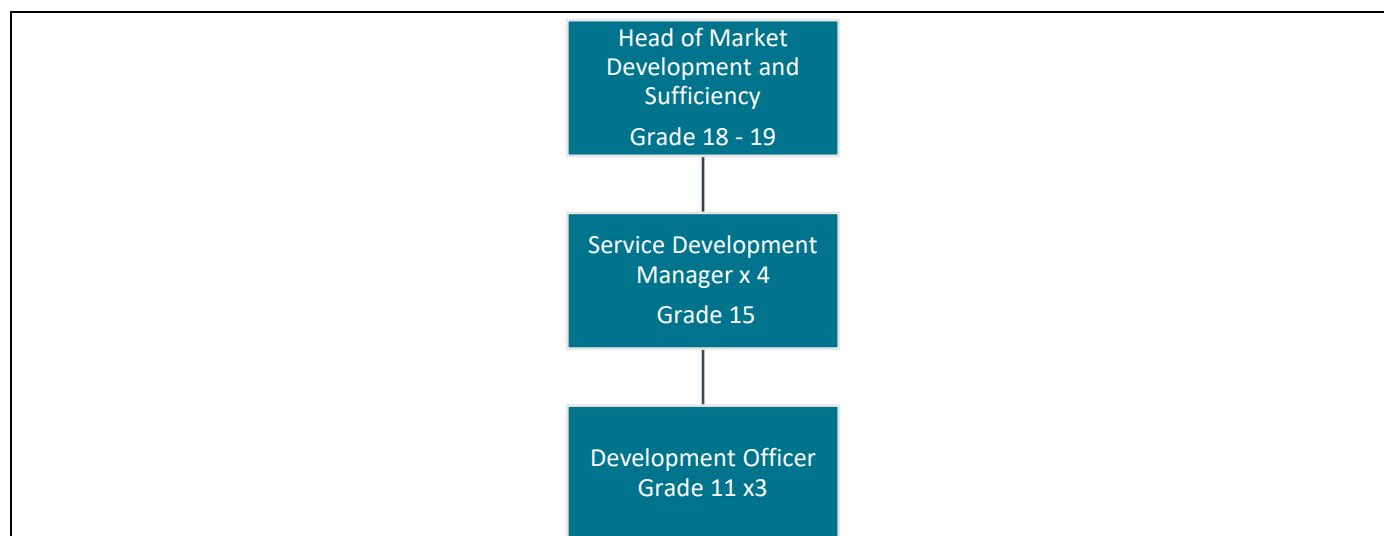
As a key member of developing Integrated Joint Commissioning Team you will be responsible for the commissioning of services for Adults across Kirklees Council, Greater Huddersfield CCG and North Kirklees CCG. The commissioning activity will be driven by the Integrated Health and Care Leadership Board, the Kirklees Adult Services Vision and Market Position Statement and the Kirklees Health and Wellbeing Plan.

This role is based within Adults & Health. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- The Service Development Manager role will focus on key areas and priorities of the health and wellbeing plan for living well and ageing well.
- Using the commissioning cycle and a clear focus on strategic commissioning you will aim to support the required service improvements and developments identified.
- This will involve leading on and managing the design and remodeling of services which meet assessed need, ensuring they are in line with best practice and evidenced based; meet the statutory requirements and provide quality services and value for money.
- A key part of the role is to work across stakeholders and facilitate change to deliver on the agreed priority areas of the identified program areas.
- You will lead on the development of business cases, write service specifications, facilitate pathway and service redesigns, develop service standards; working across teams to ensure quality indicators are in place and monitored.
- You will lead on implementing performance management arrangements to ensure the quality of integrated commissioning are in place
- You will support, develop, and maintain positive and constructive partnerships with Service Users and Carers, key strategic partners and providers. Personalisation and co-production are how we work.
- The post holder will be required to keep abreast of professional and service developments and use this knowledge to creatively develop the integrated commissioning agenda.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Detailed knowledge of the Adult Services agenda including commissioning principles and guidance e.g. Joint Commissioning Framework.	Essential
Knowledge of legislative requirements of the Council, CCGs, regional and national policies, and relevant evidence base.	Essential
Significant experience of using the commissioning cycle across a wide range of service areas for adults.	Essential
Have excellent project management skills and experience that will enable you to lead multi-agency project teams.	Essential
Proven ability of problem solving and finding solutions when managing and developing services.	Essential
Experience of using performance management/improvement systems.	Essential
Experienced commissioner working at higher managerial level	Essential
Experience of communicating and engaging effectively with external agencies/stakeholder.	Essential
Educated to degree level or equivalent experience.	Essential
Evidence of continuing professional development in field	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).  
DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Adult Social Care	Grading ID	67130
Job ID	80103201	Last Updated	December 2020
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Adult	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		