

Role profile

Job Title:	Assistant Director Commissioning and Capacity Building	Grade:	CB2
Department:	Strategy and Change	Post no.:	63708
Directorate:	Strategy and Change	Location:	Perceval House / Hybrid

Role reports to:	Strategic Director of Strategy and Change
Direct reports:	Commissioning Officer and matrix line management to commissioning leads in adults and children's services.
Indirect reports:	Circa 20 staff Consultants and contractors as required

Job Description

Purpose of role

In this new role you will drive innovation and a fresh approach to commissioning across all our services. You will provide leadership across multiple strategic initiatives and partnerships of varying complexity and pioneer new ways of working with our communities and partners.

You will be the council's lead for strategic commissioning and capacity building across the borough and its seven towns, working with our statutory partners, our voluntary and community sector and local businesses to achieve the very best outcomes for our communities:

- Improved health and wellbeing, more choice and control, increased independence and inclusion, and greater participation in personalised and accessible services;
- Enhanced capacity and sustainability through fair, transparent, and flexible commissioning contracts that foster innovative, local, and collaborative provision which demonstrate local social impact as well as value for money;
- Increased efficiency, effectiveness, and accountability through a robust, evidence-based, and outcome-focused commissioning process, enabling effective planning, design, delivery, and evaluation of services.

As part of Ealing's Leadership Team (ELT) you will be the council's principal advisor on all professional and technical matters relating to your portfolio, as well as a senior leader with a range of corporate responsibilities, which include:

Leadership

- Engage collaboratively as part of the Ealing Leadership Team to shape and respond to strategic vision, council wide objectives and learning goals which drive the overall direction of our work.
- Connect the purpose and priorities of the strategy and change directorate to the overarching council vision and missions.
- Support and challenge the council's commitments to diversity, equity, inclusion and belonging and visibly back and engage in activities which create positive, value aligned impact.
- Provide technical and thought leadership in your portfolio areas.
- Champion the vision and values of Ealing Council with internal and external partners and particularly with the borough's residents and communities.
- Effectively communicate the council's priorities and impact both within and outside the organisation.
- Ensure the successful implementation of health and safety legislation, policies and practices, risk management and take responsibility for the business continuity of your teams.

Partnership development and relationship building

- Cultivate and grow relationships with prospective and current partners (resident and community, public sector, academic, business and civil society organisations, among others) and build networks with other organisations doing similar values-aligned work.
- Lead new opportunities, in partnership with the Strategic Leadership Team (SLT) and Ealing Leadership Team (ELT), ensuring that the work is advancing our missions and that communities are involved in design and decision making.

People development

- Collaborate and actively seek to share power and develop learning and practice with other members of the Ealing Leadership and strategy and change teams, innovating where necessary.
- Proactively cultivate relationships with councillors, leadership teams and directorate teams.
- Take responsibility for supporting the professional development of people in and beyond the strategy and change directorate, including providing honest and timely feedback.

- Stay connected to work across the council, our partners and communities to support cross-team and cross- organisation learning and collaboration.
- Share knowledge and learning freely, both for successes and for mistakes.
- Proactively collaborate with leadership, workforce and organisational development teams to support the directorate's well-being, growth, and team culture, as well as the processes needed to create a sense of clarity, consistency, and belonging for all team members.
- Ensure that Ealing Council has a reputation as a great employer through excellent practice in equality, diversity and inclusion and through fair and compassionate leadership and management.

Financial management

- Maintain financial transparency and work with strategy and change budget holders and the council's finance team to ensure that budgets are accurately set, managed and reported.
- As part of the directorate's management team, ensures that the strategy and change directorate's overall portfolio of work and funding align with the broader council financial and strategic goals.
- Proactively collaborate and co-design with the council's corporate teams (such as workforce, digital, property and finance, amongst others) to support the council's operating model, organisational structure, risk mitigations and change requirements within a sustainable financial envelope.

Role specific key accountabilities

- Provide strategic leadership across all the council's commissioning activity, developing clear and coherent commissioning strategies which put users and communities at the heart of the commissioning cycle with specific involvement in each stage of it.
- Provide leadership and direction for commissioners who sit in service areas across the council, working in a matrix management arrangement.
- Uses a range of methods to develop insight, exploring needs, assets and aspirations in communities to build a picture of what works and current strengths, as well as what support should be commissioned.
- Promote the integration, collaboration, and innovation of public service providers – and particularly smaller local providers - by creating a diverse, competitive, and sustainable market of service delivery options.
- Promote innovation and social action by moving away from over-specified services and asking providers and people using services to come up with ideas and activities to achieve the outcomes.
- Promote the creation of long-term value across social, environmental and economic

costs and benefits, emphasising the importance of prevention.

- Champion, model and proactively engage in the directorate's commitment to diversity, equity, inclusion, and belonging in programmes of work and ways of being as a team.
- Proactively collaborate with leadership, workforce and organisational development teams to support the directorate's well-being, growth, and team culture, as well as the processes needed to create a sense of clarity, consistency, and belonging for all team members.
- Deputise for the Strategic Director Strategy and Change on internal and external matters as required.

This job description was written at a specific time and is subject to change as the requirements of the council and the role develop. The postholder may be asked to take on new responsibilities that are not stated in the job description.

Working hours are a minimum of 35 hours per week. The postholder is expected to work the hours necessary to get the job done. Hours are in accordance with the requirements of the work and the postholder may be expected to work outside of the council's core hours. This will include attendance at evening meetings as required by the council's committee schedule.

The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Authority level and job context

- Lead adviser on all matters relating to commissioning and capacity building across all council services, including social care and housing commissioning.
- Strategic oversight of the procurement, contracting, and management of providers, ensuring they meet agreed corporate commissioning standards and outcomes.
- Operates within a framework set by SLT and Strategic Director but with considerable freedom to shape teams and approaches.
- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Strategic partnership working with key external stakeholders across the public, private and voluntary sectors. Represent the Council at senior level on partnerships and with stakeholders
- Direct line management of up to 5 staff, indirect line management of around 20 team members.
- Budget oversight of commissioning contracts which total more than £600 million annually.

- Financial sign-off up to £500k

Person specification

Essential skills, knowledge and abilities

We are looking for an experienced, curious and bold leader who is/has:

1. Ability to provide motivational and constructive leadership, coupled with exceptional stakeholder management skills, able to provide support and leadership to highly technical teams within the council.
2. Demonstrated ability to design and deliver effective capacity-building programs with local communities and providers.
3. Strong analytical skills with the ability to interpret complex data and develop strategic plans, enabling the creation of novel approaches to commissioning
4. High levels of political acumen, with the ability to develop ideas and opportunities with elected Members based on the council's vision and priorities
5. Commitment to cultivating a culture of equity, inclusion, and belonging in the workplace, with an aptitude for working effectively across areas of difference.
6. Demonstrable evidence of being an emotionally intelligent, self-reflective, and adaptable with a commitment to continuous learning, listening and personal development.
7. Comfortable with ambiguity and the complexity of our work, where anything is possible but often not known in advance.
8. Advanced communication skills, able to build engagement and drive events, programmes and initiatives that promote relationship building and community cohesion, reduce isolation and boost community wellbeing
9. Passionate about delivering a community focused service which puts users and communities at the heart of the commissioning cycle
10. Able to develop and strengthen the knowledge of others in commissioning, building capacity

Essential qualifications and experience

1. Evidence of substantial strategic experience, with increasing leadership responsibility, in public service commissioning roles
2. Proven experience in creating clear and coherent commissioning strategies which put users and communities at the heart of the service with specific involvement within each stage of it
3. Experience in monitoring and evaluating public service performance and impact
4. Substantial experience of partnership working, commanding confidence and building positive working relationships in support of key objectives. Evidence of embedding practices and working collaboratively with stakeholders to ensure continuous improvement through feedback and iterative design
5. Evidence of working in complex organisations
6. Curious and desire to keep learning and developing new skills, with evidence of CPD

We seek to attract and support people from a diversity of backgrounds, experience, talent and thought. For this reason, we encourage applicants from all backgrounds to apply. This includes candidates who have previously found it hard to be considered for other positions based on their qualifications, disabilities, personal background or life events.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards