

Senior Commissioning Manager Job Description

Directorate:	Adults, Health and Wellbeing		
Service:	Commissioning		
Location:	County Hall (Hybrid)		
Salary range:	£55,612 - £60,147	Grade:	12
Reports to:	Strategic Commissioning Lead	Staff responsible for:	2

Job purpose and scope

The Senior Commissioning Manager will embed strategy into the operational delivery of the commissioning of Adult Social Care services, ensuring that provision is high-quality, sustainable, and aligned with statutory duties and local priorities. This role is pivotal in shaping services that promote independence, prevention, and wellbeing across the lifespan, while tackling health and social care inequalities and delivering value for money. By driving the development and implementation of robust, data driven, commissioning strategies, the postholder will ensure that Lancashire residents have access to diverse, responsive, and innovative care solutions.

In addition, the role will support the Strategic Lead in delivering transformation programmes, foster strong partnerships with providers, communities, stakeholders and embed co-production and person-centred approaches at the heart of commissioning decisions.

The Senior Commissioning Manager will ensure rigorous performance management, quality assurance, and compliance with legislative frameworks, including the Care Act 2014. A key aspect of the role is managing and developing high-performing teams to deliver commissioning objectives effectively.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service

Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles

Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

Strategic Outcomes

- Set clear, system-wide outcomes that improve resident outcomes and public value.
- Ensure commissioning strategies align with corporate and service priorities, statutory duties and partnership objectives.

Intelligence, Insight and Evidence

- Lead an intelligence and insight approach that informs commissioning decisions.

- Sponsor research, needs assessments, evaluation and analytics to support evidence-based investment and disinvestment.

Co-production and Inclusive Engagement

- Promote shared decision-making with residents, providers and partners.
- Embed inclusive co-production across commissioning activity and governance.

Market Stewardship and Provider Relationships

- Act as steward of the market, balancing sustainability, quality, capacity and innovation.
- Identify and manage system-level market risks, including provider fragility and workforce pressures.
- Provide senior leadership on market shaping, commercial negotiation and strategic engagement with providers, using a defined set of commissioning and contractual levers to influence price, quality, sustainability, and outcomes across the adult social care market

Commercial Strategy

- Set the strategic commercial approach for commissioning activity, ensuring compliance and proportionality.
- Balance innovation, value for money and assurance in procurement and commissioning routes.

Contract Management

- Design and oversee performance frameworks that drive transparency, accountability and outcomes.
- Lead contract assurance and escalation for strategic and high-risk services.

Quality, Safeguarding and Assurance

- Lead commissioning governance and assurance arrangements.
- Anticipate and mitigate quality, safeguarding and reputational risks at system level.

Stakeholder Influence and Communication

- Influence senior leaders and system partners to shape strategy and alignment.
- Represent commissioning at boards, partnership and system forums.

Leadership

- Role model Leading Lancashire values, strengthening capabilities through coaching and succession planning.
- Create a high-performing, inclusive culture that fosters collaboration, learning and accountability across the system.

System Leadership and Governance

- Lead system-wide commissioning strategy and partnership governance.
- Negotiate priorities, resources and accountabilities across organisational boundaries.
- Exercise delegated authority on market-shaping decisions, including negotiation parameters, commissioning approaches and recommendations on fee levels, within the Council's governance framework

Risk and Strategic Decision-Making

- Set and manage strategic risk appetite.
- Take high-impact decisions in complex and ambiguous environments, ensuring risks are understood and managed.

Due to the changing nature of the business, this job description serves as a framework to outline the main areas of responsibility. It is not intended to be either prescriptive or exhaustive and will inevitably change. You may be required to undertake other activities of a similar nature that fall within the remit of your area of work, as directed by service management, and this may entail working from other locations.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Educated to degree level or
- Equivalent professional qualification or
- Relevant management experience, or knowledge acquired through experience or training in commissioning, health, or care settings.

Experience

- Extensive experience in commissioning within Adult Social Care, including the ability to apply evidence-based approaches to strategic planning and service delivery.
- Strong understanding of commissioning processes within local authority and healthcare settings, ensuring compliance with statutory requirements and best practice standards
- Proven experience in developing and implementing commissioning strategies
- Proven ability to manage budgets effectively, applying financial management principles and ensuring value for money in all commissioning decisions.

Essential knowledge, skills & abilities

- In-depth understanding of adult social care and commissioning principles.
- Strong knowledge of national and local priorities in health and social care, including prevention and tackling inequalities.
- In-depth understanding of the Care Act 2014, including its implications for assessment, eligibility, safeguarding, and commissioning responsibilities within Adult Social Care.
- Excellent strategic thinking and problem-solving skills.
- Ability to lead complex projects and manage change effectively.

- Strong stakeholder engagement and partnership-building skills, including co-production with people with lived experience.
- Analytical skills to interpret data and drive evidence-based decisions

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive