



Inclusive
Ambitious
Always learning



Candidate Pack

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Director's Welcome

Dear Candidate

Thank you for your interest in our role for Assistant Director: Commissioning. This is an exciting opportunity to join our dynamic and committed team, here at Bracknell Forest.

This role sits within the People directorate where there are six key departments: Adult Social Care, Mental Health and Out of Hours, Children's Social Care, Commissioning, Early Help & Communities and Education & Learning.

We aim to provide the best possible outcomes for the people in our community. This ranges from the support we provide for children and young people to our adults with care and support needs.

We work in close partnership with local organisations including health and housing providers, with a strong focus on prevention and early intervention. Our ambition is for everyone to be able to access the right opportunities that they need to thrive. With real outcomes for real people at the heart of every service we provide, our goal is to keep more families safely together and, by providing the right support at the right time, enable people to live as independently as possible, for as long as possible.

In the same way that our community is diverse, we seek to be inclusive in our own teams. Our employees are motivated to have an impact on the community, and we look for individuals who are proactive in developing and improving our practices. We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience and drive to help us achieve our vision.

I hope the information in this application pack will be useful in supporting your application with Bracknell Forest Council.



Grainne Siggins

Executive Director: People

About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going.

We positively celebrate Diversity & Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted and empowered to take ownership of your own work. You will have time to immerse yourself in the community and be supported by peers and leaders to excel in your role.

A career with us means having everything you need to build on your skills and really make a difference, building better relationships and communities. This is your chance to make a long-lasting impact, both on the place and the people that we serve.

Location

This position is based at our main Bracknell Forest Council Office; Time Square, Market Street, Bracknell, RG12 1JD.

We offer a range of flexible working initiatives to suit employee circumstances and you will only be required to attend the office as and when necessary to fulfill the role effectively. Although, in your first six months we would expect you to be in the office more frequently, to meet your teams, build relationships and get under the skin of Bracknell Forest.

Bracknell is in East Berkshire and benefits from a regular rail service from Reading to London Waterloo.

Our Time Square office is just 2 minutes' walk from Bracknell bus and train stations. There is ample parking close to our office and good cycle routes across Bracknell. We are also conveniently located to transport links with the M3, M4, M25 and Heathrow all less than a 30-minute drive.

Values and Behaviours

Our values define who we are and outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We are, **Ambitious, Inclusive and Always Learning.**

We make our values real by demonstrating them in how we behave every day.

If we sound like the sort of people you would like to work with, then we think we would like to work with you!

Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities.

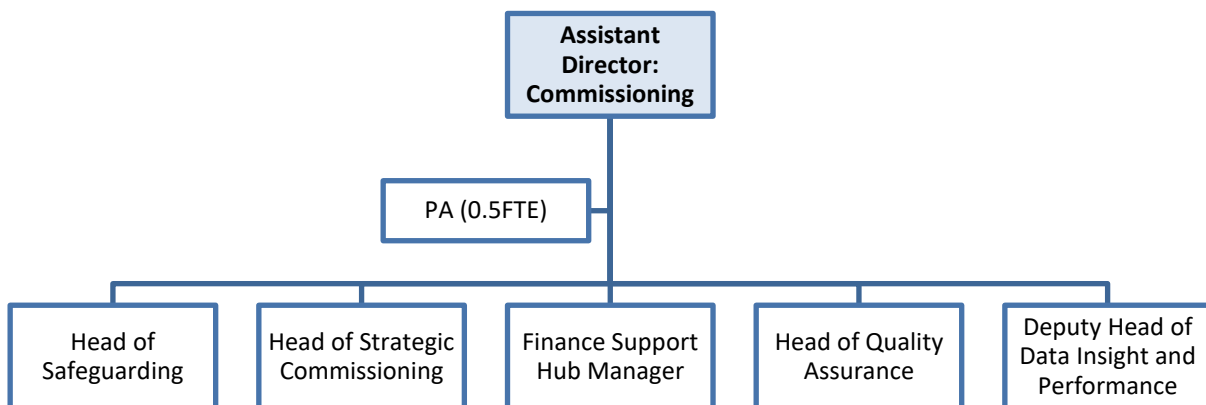
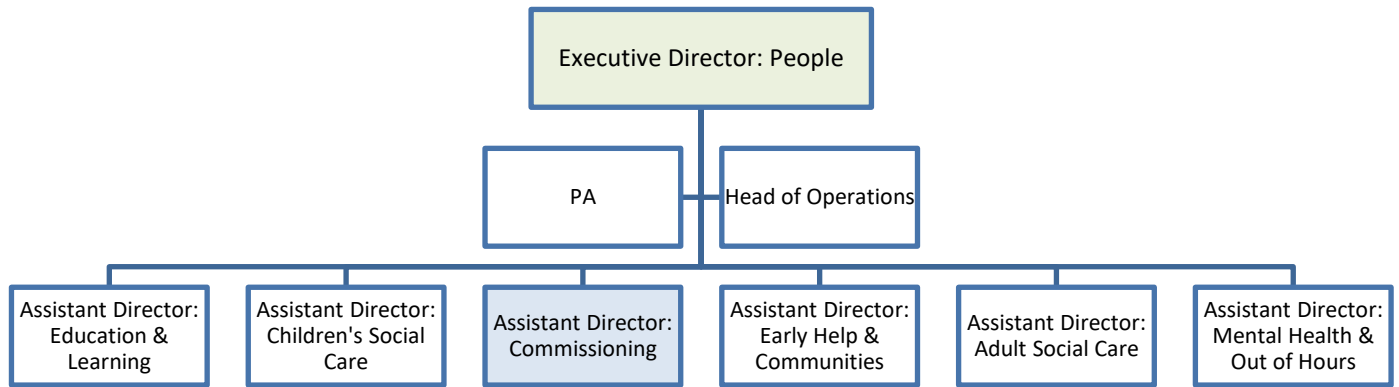
We enable our people to be part of our journey by giving them fantastic opportunities for growth, a keen sense of ownership and a huge scope for impact.



The Role

The role of The Assistant Director: Commissioning, is in our People directorate within which there are six key sections: Adult Social Care, Mental Health & Out of hours, Children's Social Care, Commissioning, Early Help & Communities and Education & Learning.

Organisation Chart



Key Deliverables (in the first 12-18 months)

- To ensure the delivery of the relevant corporate plan objectives and the departmental business plan.
- To review the departmental structure to ensure that it meets the requirements of the directorate and other departments.
- To maximise the benefits of the new business systems and performance capability including developing tools to support efficiency and value for money.
- Finalise the integrated performance dashboards to monitor the delivery of the integrated Children and Young People Plan and the Integrated Health and Care plan.
- To ensure the delivery of the identified commissioning strategies and associated action plans.
- Contribute to the delivery of key strategic projects including Bridgewell Supported Living facility.
- Deliver service improvements identified within self-assessments and other key strategic and operational documents.

Budget & Scope

The role has a budget of £2.95m and oversees 73 officers.

Additional Information

[People Directorate's service plan for 2023](#)

[Adult Social Care Market Position Statement 2023 - 2025](#)

[Bracknell Forest Council CQC](#)

[Bracknell Forest Health & Care Plan 2023 - 2025](#)

[Children and Young People Plan 2023 - 2026](#)

[Adult Social Care Market Position Statement 2023 - 2025](#)

[Market Sustainability Plan +65 Care Homes +18 Homecare](#)

[Bracknell Forest Budget Report 24 to 25](#)

[The Council Plan](#)

[Our Values](#)



JOB DESCRIPTION

Job Title:	Assistant Director: Joint Commissioning		
Directorate:	People	Salary:	£98,880 to £115,395 p.a.
Section:	Commissioning	Grade:	Senior Salary Grade 4
Location:	Time Square	Work Style:	Home Flex

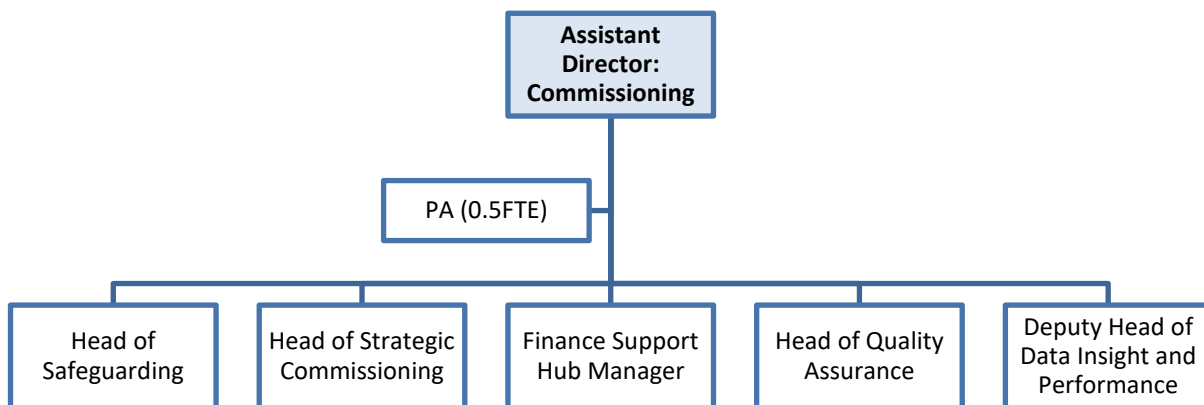
Key Objectives of the role

This is a key role, with a critical part to play in delivering successful outcomes in a sustainable way across a range of adults and children services within Bracknell Forest. The post holder will work collaboratively to develop practical responses to key strategic challenges, promoting innovation alongside efficient and effective delivery of service provision whether internally or externally provided.

Key responsibilities include:

- Managing, commissioning resources and developing responses to health and social care strategic challenges for both adults and children. The post holder will work jointly with health colleagues to deliver an effective work programme and the delivery of key integrated strategic plans.
- Statutory responsibilities of The Caldicott Guardian. Responsible for protecting the confidentiality of individuals or citizen information and enabling appropriate information-sharing. The Caldicott Guardian plays a key role in ensuring that the Council's Social Services responsibilities and partner organisations satisfy the highest practicable standards for handling Personal Information.
- Delivery of internal and external commissioning, holding all providers to account for delivery quality and achievement of expected targets.
- Responsible for promoting and delivering Health and Social Care integration and ensuring that local and sub-regional health and social care partnerships consider Bracknell Forest needs.
- Working with Assistant Directors to establish opportunities for savings and efficiencies, developing these into achievable initiatives and ensuring successful delivery.
- Developing the approach and future shape of all commissioned services and providing strategic direction and management to deliver and improve service performance.
- Develop a strategic approach to business intelligence and insights, maximising increased capability and providing analysis and improved tools in order to assess and demonstrate value for money.

Designation of post and position within departmental structure



Daily and monthly responsibilities

Commissioning & market development

- Accountable for the development of commissioning strategies to achieve the Council and NHS Frimley ICB's strategic outcomes across adults, children's and health functions identifying outcomes, interdependencies and resource requirements.
- Lead on the ongoing development and delivering of the commissioning function operating model. Ensuring that it is appropriately designed to meet the needs of resources and both internal and external customers.
- Develop an effective strategic commissioning framework, market development and contract management systems for the directorate.
- Ensure a comprehensive and equitable range of high quality, response to need and efficient services are commissioned within allocated resources across services and sectors.
- Work with providers to put in place initiatives to ensure the market can respond to and meet service user/ patient and carer outcomes and that commissioning plans are co-produced with service users / patients, carers and other stakeholder groups.
- Work collaboratively both internally and externally to ensure the commissioning of the most cost effective and successful services to meet the needs of Bracknell Forest residents.
- Horizon scanning across the council the wider local and regional health and social care landscape, to assess both future needs and opportunities and stimulate and reshape the market by developing commissioning strategies reflective of these. This aspect will link with, inform and be informed by the Joint Strategic Needs Assessment (JSNA).
- Ensure that the directorate has the tools to demonstrate value for money for the contracted and internal spend through tracking, managing and delivering agreed benefits.
- Ensure effective monitoring of contracts and partnership agreements, ensuring a consistently high quality of service is provided and that all providers meet statutory obligations and deliver services in line with Bracknell Forest policies.
- Ensure that internally and externally commissioned services are developed within a person-centered framework that maximises prevention, independence, value for money and social inclusion.
- Effectively manage the range of budgets within the department, ensuring that funding is maximised and resources effectively deployed, monitored and controlled to provide optimal and quality of service.

Service Improvement

- Contribute to service improvement, transformation and cultural change projects within the directorate and corporate change programmes.
- Lead service improvement projects across strategic, frontline and support functions and influence new ways of working to achieve the objectives of Bracknell-Forest.
- Ensure projects and initiatives are delivered on time, to quality standards, in a cost-effective manner, adjusting plans as required.
- Lead, influence and stimulate cultural and behavioural change by using targeted service redesign and change techniques with individuals, groups and teams in a positive and supportive way.
- Provide strategic leadership and direction to secure commitment to change by engaging and managing stakeholder interests and tailoring communications to different audiences in ways that invigorate interest and relay complex issues easily and effectively.
- Work collaboratively with services, staff and managers to develop workable and innovative solutions to complex business problems as a means of increasing efficiency, improving the delivery of services to customers and delivering tangible benefits to the customer and organisation.

Integration & Joint Working

- To lead on developing strategy for social care and health integration within the Bracknell Forest
- Interpret local and national health and social care policy and develop responses on behalf of the Council.
- Identify gaps in health and social care service delivery and/or new commissioning opportunities and engage with relevant leaders in health and council services to develop initiative to meet these gaps.
- Provide strong leadership on health and social care commissioning, articulating change across a number of professional boundaries within and outside of the Council and NHS Frimley.
- Lead joint and council commissioning resources across health and social care, developing a joint work plan to devise solutions to challenges across multiple organisations including Better Care Fund.
- Lead on the ongoing development and monitoring of quality assurance, governance and standards
- Responsible for quality assurance processes across Children and Young People, Adult Social Care and Health including Independent Reviewing Officers and Child Protection Chairs, Complaints and LADO functions.
- Manage local authority support for the Local Safeguarding Children's Board and Adult Safeguarding Board
- Develop and implement qualitative and quantitative measures to determine performance against organisational strategy. Report progress against the strategy through representation at senior management forums and by written reports to appropriate boards and groups of staff.
- To develop, consult and implement strategies and policies for continuous improvement in departmental and corporate performance, including organisational development.
- To initiate and sustain excellent standards of divisional and departmental governance.
- To lead on the delivery of high-quality service performance.
- To lead on the development, implementation and monitoring of the Business Plans and co-ordinate delivery.

Partnership/communication

- The post holder will be required to build and maintain good working relationships with a broad range of internal and external stakeholders on a range of business sensitive issues.
- The post holder will maintain an extensive professional network of existing providers, potential future providers, fellow commissioners (both local and national) and engage with key strategic regional and national policy makers to inform development of strategy and policies.
- Engage with key strategic regional and national policy makers to inform development of strategy and policies. Maintain a good knowledge of emerging policies from government departments to assist in development of strategy discussions for the Council.
- Ensure effective and open communication and excellent working relations with Members, within and between divisions, Corporation departments and other agencies. Represent the department on relevant corporate strategy and working groups
- Provide clear, balanced and accurate advice and guidance to the Executive Director of People, Assistant Directors and Lead Members on the strategic and operational service issues and challenges facing the service
- Constantly scan the landscape of the public sector for opportunities for greater collaboration and potential shared service arrangements including joint ventures with the private sector

General

- Author and present reports summarising status on issues, appraising outcomes, and providing progress updates for the Council and health executives.
- Responsible for ensuring delivery of sustainable recurring efficiency savings across adults, children's and health services with a focus on achieving value for money and ensuring high quality services are available.
- Manage resources (people, assets etc.) to ensure they are best deployed to meet identified needs, and achieve agreed service outcomes and manage the day to day delivery of services
- Provide strong, visible leadership and professional supervision staff to ensure a high quality of service provision within professional guidelines and standards.
- Lead, motivate and inspire employees in the achievement of the council's service objectives.
- Comply with statutory requirements arising from relevant legislation and Government guidance, which is underpinned by reliable evidence, regular review and clear plans are in place to continually improve the services managed and deliver value for money

Scope of role

Relationships

Reporting to the Executive Director People Services, the post holder is expected to be a positive spokesperson and advocate for the Council and demonstrate clear commitment to the work and ambitions of the organisation. They will be required to establish close and effective working relationships with the Chief Executive, Executive Directors, Assistant Directors, senior managers and Members of the Council as well as other key stakeholders including the recognised Trade Unions and partners. It should be noted that the above list of key accountabilities is not a complete statement of the final duties of the post, it is intended to give an overall view of the position and should be taken as guidance only.

Scale and Scope of Role including budget responsibilities and staff numbers

The post holder will have responsibility for £2.95 million of council funding.

The Commissioning Team has 73 staff with 5 Heads of Service and Service Leads. Assurance.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to, working within the bounds of the Data Protection Act and GDPR legislation at all times.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Educated to degree level or equivalent with evidence of continuing professional development.</p> <p>Professional qualification.</p>	<p>Professional Management Qualification</p> <p>Formal project/programme management qualification, for example PRINCE2, MSP</p>
<p>Competence Summary (Knowledge, abilities, skills, experience)</p>	<p><u>Technical & Management Skills:</u> Significant experience of senior leadership in a complex organisation, leading multi-disciplinary teams.</p> <p>Knowledge of commissioning in the health and social care sector</p> <p>Evidence of planning and delivering internal and external commissioning in a changing environment to meet the diverse needs of vulnerable adults, families and children.</p> <p>Business analysis skills, including experience of using standard methodologies for business analysis to improve service delivery.</p> <p><u>Technical & Management Skills:</u> Significant experience of senior leadership in a complex organisation, leading multi-disciplinary teams.</p> <p>Leadership experience of planning, delivering and evaluating large scale change programmes in local government.</p> <p>Evidence of planning and delivering internal and external commissioning in a changing environment to meet the diverse needs of vulnerable adults, families and children.</p>	<p>Knowledge of quality assurance processes within CYPL and ASCH&H</p> <p>Knowledge of local government systems and applications.</p>

Ability to promote, lead and manage transformational change.

Track record of planning and managing complex budgets.

A proven ability to prioritise and delegate working to tight deadlines and in a context of conflicting priorities.

Proven ability to encourage and develop team members.

Ability to demonstrate a high standard of written work and presentation skills to a wide range of audiences.

Experienced user of Office ICT packages e.g. Word, Excel, PowerPoint etc.

Customer orientation:

A clear understanding of the issues affecting local government service delivery as well as a keen awareness of customer needs, both internal and external.

Ability to build productive working relationships both internally and externally.

Experience of income generation through SLA services

Strong negotiating skills.

Excellent communication with all levels of internal and external organisations.

Committed to the ethos of local government and public service.

Decision making:

Ability to rapidly analyse complex data, understand and clearly summarise, create and evaluate options as necessary, and produce reports for senior managers and Members, with recommendations to enable effective and coherent decision making.

Experience of producing business cases

An eye for detail, combined with an ability to 'see the big picture', plus the skill to combine elements of each as needed.

Creativity and innovation:

Good strategic thinker, able to combine information at multiple levels and integrate them to form a forward-looking strategic view

Strong focus on problem solving and delivery.

Safeguarding

Understanding of and commitment to the requirements of safeguarding children, young people, and vulnerable adults.

**Work-related
Personal
Requirements**

Tactful and diplomatic, open-minded and adaptable, focused, resilient, and persistent as appropriate.

Highly credible at both a personal and professional level and capable of acting with political sensitivity.

Able to champion equality and diversity.

Strong commitment to improving outcomes for vulnerable adults, families and children.

**Other Work
Requirements**

To act as a role model and demonstrate the Council's values and behaviours.

Attendance at meetings outside normal hours.

Driving licence and car is required for the post

This post is subject to an enhanced DBS check

Role models and demonstrates the Council's values & behaviours:

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to, observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.



Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Your work style is “Home-Flex/Hybrid”. This allows employees to work remotely for the majority of their working week. The extent, timing and location of remote working will be by agreement with the Executive Director: People.

Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre, however all staff can make the most of the following:



Leisure Membership



Travel Benefits



Shopping Vouchers



Dental Plan

...and many more!

Relocation

Notwithstanding our commitment to agile working, if you do have to move to a new house to work for us, a relocation scheme is available if you are moving from over 40 miles away to within 15 miles of your workplace. This includes a lodging or travel allowance plus assistance with moving expenses. In addition, a monthly allowance can be paid for 4 years to cover regional differences in house prices. Available for both those who have yet to take their first step on the property ladder and for existing homeowners. Full details are available from HR.

If you attend an interview, please mention your interest in our relocation package.



Annual Leave

The annual holiday entitlement for this role is 28 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £74,701 to £105,900 pa contributes at 9.9%.

Car Parking

Assistant Directors are entitled to park on site at our Time Square, Bracknell office for a small charge which is currently £25 per month.

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Salary


The salary for this role will be within the local Bracknell Grade S4, £98,880 to £115,395 per annum. The starting salary offered will depend on your experience.

Learning and Development

We actively encourage all our employees to take up the wide variety of learning and development available and have recently reviewed our leadership development program for the Corporate Management Team.

We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.

Manager Forums are held quarterly at which CMT provide information and updates to managers in a private setting and facilitate discussions around key council focused areas or potential developments. Managers are encouraged to participate and share learning at these events.



We actively encourage all employees to take up the wide variety of learning and development available.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

We aim to ensure that individuals are recruited, selected, trained and promoted based on ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

All staff should always hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

Our commitment to those with a disability

As a Disability Confident employer, we ensure that people are not treated less favourably due to their disability and will offer an interview to anyone with a declared disability who meets the essential criteria of the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.



How to apply

Closing date for Applications: Midnight, Thursday 4 April 2024

The following guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure that you address the key requirements as set out in the person specification. These competencies will be used as part of the assessment process.
- All gaps in employment and education history should be fully explained on your CV; we may wish to verify this information during the recruitment process.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by the aligned Penna consultant to update you on the status of your application

We champion equality, diversity and inclusion here at Bracknell Forest and welcome applications from candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, disability, or age. As a Disability Confident Employer, please let us know if you need any adjustments at any point during the recruitment process by contacting Rachael.morris@penna.com.

To apply for this role please click [here](#)

If you have any questions or would like a confidential discussion with a Penna consultant, please contact:

- Rachael Morris: 07840 711217 rachael.morris@penna.com
- Amin Aziz: 07709 514141, amin.aziz@penna.com
- Ali Tasker: 07514 724114, ali.tasker@penna.com





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More About Applying

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check.

All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period. Successful completion of probation will be dependent on completion of the Council's mandatory courses which include Equality & Diversity, Health & Safety and GDPR.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

The Assessment Process

Assistant Director roles at Bracknell Forest are member-appointments.

As part of the process, you will undergo a technical interview with Bracknell Forest, supported by Penna and if progressed, you will be invited to attend an assessment centre followed by a final interview panel, which is a formal committee, supported by officers. The Penna team will be on hand to support you through your candidate journey and will offer coaching and advice at every step.

Key Recruitment Dates

Closing Date	Midnight Thursday 4 April
Technical interviews:	11 April 2024
Stakeholder Interviews (Assessment Centre):	15 April 2024
Member Panel:	19 April 2024



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Politically Sensitive

This post is a politically sensitive post, i.e. politically restricted under The Local Democracy, Economic Development and Construction Act 2009. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council. Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (e.g. open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

