



Role Profile	
Career family	People Care
Professional pathway	Commissioning
Professional pathway level	Senior Professional /Senior Technical Lead / Strategic Professionals (5b)
Associated job summary overviews	Strategic Commissioning Adviser (SE ADASS)
Grade / Grade range	13
Reference number	ROP-CUE-2025-5B

Purpose

Provide senior-level technical leadership and authoritative expertise within a defined professional area. Supervise and support technical experts, ensuring high standards of practice, innovation, and compliance across complex service areas. Contribute to long-term planning, influence strategic decisions, and act as a trusted advisor to senior leaders and stakeholders within and outside of the Council. While not managing teams directly, they play a key role in shaping technical direction and building capability across the organisation.

Corporate accountabilities

- Become an expert, research best practices to suggest improvements to leaders, considering organisational reputation and risks.
- Collaborate with teams to drive enhancements, ensure timely and budgeted service and workforce plans while managing risks.
- Demonstrate professionalism at all times and embrace matrix working with colleagues and partners, removing silos.
- Collaborate with senior leaders to develop, shape service delivery plans, workforce strategy, and our people and culture strategy that aligns with service delivery priorities and Oxfordshire's strategic plan, aiming to mitigate long-term risks and ensure high-quality services for residents.
- Share best practice, coach and train new colleagues on work, systems and practices within the service.
- Identify and lead development opportunities across the organisation, with partners and communities.
- Advise senior leaders to keep them informed about options, risks, and risk mitigation for better decision-making, and contributing to risk prevention / mitigation within services, including risks to health and wellbeing.
- Be innovative - and seek to lead change.
- Communicate clearly and effectively with colleagues and customers, including representing the council as a technical expert.



- Handle highly complex and/or sensitive queries and provide expert technical guidance and information.
- Influence and negotiate with stakeholders to achieve desired outcomes.
- Act as an Equality, Diversity and Inclusion (EDI) role model, taking responsibility for learning about EDI and promoting an inclusive working environment.
- Seek to enhance the health and wellbeing of yourself and others
- Provide active leadership to drive improved environmental performance within your business area, championing our organisation's commitments to environmental sustainability with your teams, partners and suppliers.
- Demonstrate and promote strong financial management, ensuring compliance with contract and finance policies and procedures, and deliver services within budget. Actively seek opportunities to improve value for money, manage financial pressures and achieve planned savings across the organisation.
- Demonstrate and promote strong commercial and supplier management practice. Ensure that contract and supplier relationships are managed professionally in line with their risk classification to ensure that service delivery, contractual and performance outcomes are met or exceeded and within budget. Take responsibility as Senior Responsible Officer (SRO) for any contracts assigned to you.
- Deputise for the Operational Manager/Senior Manager as required.

Professional pathway accountabilities

- Provide strategic technical leadership across complex or high-risk service areas.
- Supervise and support technical experts to ensure consistency, quality, and innovation in practice.
- Lead the development and implementation of technical standards, frameworks, and methodologies.
- Act as a senior advisor on complex technical matters, offering solutions that align with organisational and system goals.
- Evaluate and recommend new technologies, tools, or approaches to enhance service delivery.
- Contribute to organisational learning by capturing and sharing technical insights and lessons learned.
- Represent the Council in technical forums, partnerships, or regulatory discussions.
- Support the development of technical roadmaps and long-term planning in collaboration with senior leaders in the Council and system.
- Champion inclusive leadership and staff wellbeing across teams and services.

Qualifications, skills, knowledge and experience required

Recognised professional qualification or significant experience in a relevant technical discipline.

Ability to critically evaluate complex information and provide sound, evidence-based recommendations.

Skilled in translating technical concepts for non-specialist audiences.

Experience contributing to organisational learning and technical development.

Awareness of the broader policy, economic, or environmental context affecting the technical area.



Excellent communication skills to influence, advise, and represent the organisation in technical matters.

Understanding of how technical expertise supports corporate strategy and public value.

Proven ability to stay current with emerging trends, technologies, and innovations in the field.

Values and behaviours

Our organisational values underpin everything we do and say. In short: our values describe 'the way we do things here'. They are:

- **Always learning**
- **Be kind and caring**
- **Equality and integrity**
- **Take responsibility**
- **Daring to do it differently**

For full details, please check this link [Our organisational values and behaviours | Oxfordshire County Council Intranet](#)

Accessibility

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Job title	Strategic Commissioning Adviser (SE ADASS)
Career family	People Care
Professional pathway	Commissioning
Professional pathway level	Senior Professional /Senior Technical Lead / Strategic Professionals (5b)
Grade	13
Reports to	Head of Joint Commissioning – Brokerage
Financial responsibility	Influence over expenditure
Supervisory responsibility	None
Reference number	ROP-CUE-2025-5B

This job summary overview should be read in conjunction with the associated role profile corresponding to the professional pathway level.

Job Summary

To provide adult social care commissioning expertise and programme management support for the [SE ADASS](#) (South East Association of Directors of Adult Social Services) regional work programme.

SE ADASS is a partnership of the 18 directors of adult social care in the South East (SE) region, hosted by Oxfordshire County Council, which provides line management support for this post.

In this regional role you will plan with councils in the SE region, and our partners, to make the most effective use of resources and develop solutions to meet needs and aspirations. We aim to create an environment where regional colleagues and organisational partners can deliver outcomes with consistency using the right skills and services. We support continuous improvement so we can be even more ambitious for our communities in the future. We strive to achieve this in partnership with councils within the SE region, NHS partners, voluntary sector partners, with national and other regional bodies such as the LGA, ADASS, Partners in Care and Health (PCH), and NHS England and with care providers. This promotes an approach that is person-centred, place-based and outcomes focused across local systems.

You will support the SE sector led improvement (SLI) regional work programme which includes providing commissioning expertise and programme management support for a number of SE ADASS regional networks, for example, the Commissioning & Market Development Network, the TEC and Digital Network, the Workforce Network, Housing Network, Learning Disability & Neurodiversity and Mental Health and potentially other key networks/communities of practice.



You will coordinate the work programme of these networks, working closely with the network chairs and the wider regional SE ADASS team.

Main duties or tasks:

- 1) Work as part of a small regional team and lead on regional activity with a focus on: Commissioning & Market Development, Workforce, TEC and Digital, Housing, Mental Health Learning Disability & Neurodiversity and CHC.
- 2) Champion and facilitate the delivery of innovative workstreams and projects, driving organisational change and continuous improvement, for example, prevention and early intervention.
- 3) Lead on the delivery of our agreed commissioning priorities: developing a regional market position statement; digital innovation; preparing for adulthood; people transitioning from self-funding to local authority support; and identifying and sharing good practice in commissioning strategies.
- 4) Take on commissioning-focused project work as required, eg developing a regional market position statement, improvement offers and other products, looking at how data can be used to support more effective commissioning and workforce strategies, convening task and finish groups and other activities that contribute to delivering agreed regional priorities.
- 5) Lead on market management activity for the Commissioning & Market Development Network, Learning Disability & Neurodiversity and Mental Health Networks, for example to support improved cooperation across councils to manage SE market pressures; working age adult's costs and benchmarking and identifying other opportunities for improvement through our regional/ subregional commissioning activity.
- 6) Coordinate network meetings, setting the agenda with the chair and taking responsibility for securing speakers, sending out papers and following up on actions.
- 7) Develop the SE approach to co-production.
- 8) Identify opportunities for collaboration with research organisations to support innovation in the SE.
- 9) Support the delivery of the workforce maturity matrix in the SE & embed it in commissioners' thinking – commissioners self-assess their progress to ensuring they have a sufficient & skilled workforce to meet local care and support needs.
- 10) Develop a regional workforce data set for better informed commissioning & benchmarking
- 11) Support the international recruitment project work liaising with our regional delivery partner, the South East Social Care Alliance (SESCA) and with SE local authorities.
- 12) Provide capacity for cross cutting improvement projects for the Workforce and TEC and digital networks, linking with SE council leads and partner organisations.
- 13) Lead on projects for the Digital Network, to support councils with their digital transformation
- 14) Provide capacity for SLI projects focused on regional improvement for other key networks including Learning Disability and Mental Health networks, linking with sector leaders and partner organisations. This work will include promoting and sharing innovative practice across the region.

This job description may vary within the scope of the job as the requirements of SE ADASS develops. The post holder will be expected to adopt a flexible attitude to the duties which may have



to be varied after discussion, subject to the needs of the regional programme and in keeping with the general profile of the post.

Specific requirements	Essential Mark with ✓	Desirable Mark with ✓
Relevant degree or equivalent level qualification or extensive experience in a field relevant to the role	✓	
Good organisational and project management skills with experience of being an effective member of teams working in a matrix management environment	✓	
Experience of leading on policy, strategy or commissioning development spanning at least 3 years (preferably in local government or the wider public sector), with good understanding of leadership arrangements in adult social care and health	✓	
Ability to devise appropriate strategies and action plans to meet strategic and business requirements using a range of sources, incorporating views from all stakeholders including service users and communities.	✓	
Demonstrable experience of leading service improvements and introducing effective policy and practice change. Good understanding of change management approaches.	✓	
Demonstrable experience of working effectively and collaboratively with health and social care system partners to achieve service improvements and positive outcomes through effective commissioning arrangements	✓	
Good understanding of regulated markets including market development and building capacity, and an appreciation of the importance of the working relationships with the regulators	✓	
Demonstrates extensive understanding of policies and legislation, across the broad remit of Social Care and Health, at both local and national levels	✓	
Excellent IT skills and ability to understand and interrogate complex, personal and sensitive data. Evidence of using a range of tools and applications to support effective improvement plans, including core Microsoft applications, data analysis, cost modelling and report writing.	✓	
Ability to manage conflicting and unpredictable demands	✓	
Analytical and evaluation skills and judgement to analyse and interpret varied and complex information or situations to recommend evidence-based solutions or strategies over the long term	✓	
Awareness of the broader policy, economic, or environmental context affecting the technical area	✓	
Experience contributing to organisational learning and technical development.	✓	
Good knowledge of the broad social care and health strategic landscape, including legislation, regulations, government guidance and policies.	✓	



Demonstrable experience of collaborating with senior colleagues to prepare formal reports for senior stakeholders including for public sector leadership teams	✓	
Excellent verbal and written communication skills with the ability to build strong relationships and work collaboratively in with a wide range of stakeholders, including leading and managing difficult conversations. The ability to work with senior officers, health leaders and elected members as required.	✓	
Knowledge and use of PRINCE II methodology or other recognised project management methodologies		✓
Able to use a range of digital tools and applications to support effective improvement plans, including core Microsoft applications, data analysis, cost modelling and report writing. Ability to understand complex information and analyse and interpret clear understandings of meaning and trends	✓	
Strong leadership skills, with the ability to challenge senior leaders, influencing key decision making and work in a political environment	✓	
Experience of system wide planning and improvements, achieved through collaborative working across multiple organisations, including Health and other public sector partners.	✓	
The degree or recognised qualification preferably being in Health, Education, Social Care or Commissioning or strategic planning of public services.	✓	
Strong understanding of the legislative frameworks for the delivery of social care and health including safeguarding vulnerable adults and children and in-depth knowledge of key legislation in relation to adults and children’s services	✓	

Working Arrangements

- The post is not politically restricted.
- Basic DBS check
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our [Agile Working Policy](#)
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work [

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).



<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens