# Job Description and Person Specification

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| Job title | Strategic Commissioning Officer (Children’s Services) |
| Strategic team/Directorate | Financial Services |
| Service | Finance |
| Business unit | Procurement, Contract Management and Commissioning |
| Responsible to (day to day issues) | Strategic Commissioning and Partnership Manager (Children’s Services) |
| Accountable to (line manager) | Strategic Commissioning and Partnership Manager (Children’s Services) |
| Salary grade (spinal column points only) | Grade K |
| JE Reference | CS23 |

# Key purpose of job

* 1. As a member of the Children’s Services Commissioning Team responsible for the development and delivery of commissioning programmes, plans and strategies across Children’s Services, to ensure the very best outcomes for our children, young people and their families.
  2. Providing commissioning support and activity at all levels in the development and implementation of the One Children’s Services Vision.
  3. Responsible for ensuring a system wide and system led approach to commissioning services for our children, young people and their families.
  4. Responsible for assisting the Strategic Commissioning and Partnership Manager to effectively implement commissioning practice across Children’s Services.
  5. Responsible for holding a portfolio of commissioned Services and managing all aspects of the commissioning cycle in respect of those Services.
  6. Responsible for supporting the development and implementation of a robust quality assurance system and outcome framework which can be effectively monitored as an integral part of the contract management system to ensure contract compliance and performance of internally and externally commissioned services.
  7. Responsible for ensuring that the shaping of an innovative and evidence based approach to commissioning and service delivery is informed by:
* effective research into and understanding of models of commissioning best practice, including co-production;
* evolving specification and service design;
* setting thresholds and analysis of demand and throughput;
* resource analysis in terms of staff and assets;
* establishment of collaborations or partnerships between services for greater integration reducing duplication and improving efficiency.

# Anticipated outcomes of post

# The right services are commissioned internally and externally to deliver the very best outcomes for our children, young people and their families, whilst ensuring best value within allocated and reducing resources and cost avoidance.

# Services are commissioned on an integrated ‘One Children’s Services’ basis taking into account the multifaceted and wide ranging needs of our children, young people and their families.

# Partnership working, joint commissioning, co-production and co-design is intrinsic to everything we do and we have effective relationships in place with key strategic partners and stakeholders.

# Commissioning policies, programmes, plans and strategies are in place which effectively prioritise and deliver against the commissioning intentions through effective partnership working and the operationalisation of services.

# There is a skilled, knowledgeable, informed and integrated workforce within Children’s Commissioning and across Children’s Services engaged in the effective commissioning, delivery and contract management of services.

# There is a robust quality assurance system and outcome framework in place which celebrates success and addresses poor performance in a timely way.

# The approach to commissioning is fully informed by best practice, a sound evidence base, local and national priorities, prevailing legislation and regulatory guidance.

# List key duties and accountabilities of the post

# Responsible for safeguarding and promoting the welfare of children at all times.

# To support and work with the Strategic Commissioning and Partnership Manager to deliver on identified Council priorities.

# Responsible for delivering on identified commissioning priorities, strategies and programmes, taking into account statutory inspection findings, regulatory requirements improvement activities and Children Services strategic plans and priorities.

# Responsible for ensuring effective partnership working, co-design and commissioning of internal and external services, promoting a joint approach working with key strategic partners including Public Health, Adult Social Care and Health through Devon NHS CCG and Torbay and South Devon NHS Foundation Trust and other regional and sub-regional local authorities.

# Working collaboratively with internal and external stakeholders and partners to deliver commissioning and joint commissioning strategies and policies.

# Responsible for delivering Children Services commissioning and joint commissioning policy, strategies and approaches which evidence:

* the needs, aspirations, our ambitions for our children, young people and their families are met;
* Council, local and national priorities for children, young people and their families are met;
* co-production with children, young people and families is central to Children Services commissioning processes;
* working with colleagues and partners to ensure effective stakeholder and market engagement, co-production and co-design principles at all stages;
* effective relationships with the voluntary, community and social enterprise sector and the promotion of asset based commissioning;
* value for money evaluation, including price negotiation, contract monitoring and wider market bench marking for externally commissioned services;
* needs and gap analysis and demand forecasting;
* service design and specification development;
* resource analysis in terms of staff and assets;
* establishment of collaborations or partnerships between services for greater integration reducing duplication and improving efficiency;
* effective procurement, evaluation and ongoing contract management.

# Responsible for identifying opportunities to access external funding and use of pooled budgets, ensuring these are maximised for the Council, partners and external service providers.

# Responsible for delivering commissioning programmes through a range of projects and activities across the service; prioritising and managing critical pathways and priorities to ensure timely delivery of milestones.

# Responsible for ensuring the Strategic Commissioning and Partnership Manager is informed and updated on any matters relevant to their representation of the Council on a range of internal and external forums, including but not limited to the SEND Strategic Board, Early Help Board, 0-19 Board, Devon-wide Children and Young People’s Long Term Plan Programme Board, Child and Family Health Devon Liaison and Contract Review Meetings, Torbay Joint Commissioning Forum.

# Lead on specific commissioning work programmes and direct operational staff in analysing needs, gaps in provision, market trends to enable the post holder to implement or make recommendations to implement strategic change to improve the availability, range, quality and value for money of services.

# Responsible for ensuring the development of and directing implementation and delivery of appropriate methods of participation, consultation and co-production with children, young people and their families to inform commissioning of services in Torbay.

# To support the Strategic Commissioning and Partnership Manager in championing and promoting transformational change through the delivery of new strategic approaches which feed into new service models.

# Responsible for ensuring delivery of and compliance with clearly defined commissioning protocols, agreements and processes in place across Children’s Services to enable service quality and compliance monitoring can be undertaken efficiently and effectively.

# Responsible for utilising the analysis of complex information and data in relation to current service provision to map commissioning intentions, ensuring liaison and partnership working with internal and external stakeholders in the analysis, planning design and delivery phases.

# Responsible for ensuring the effective and timely consultation with multiple stakeholders including the public and elected members to ensure that statutory duties are met and political risk is managed.

# Responsible for improving performance and outcomes for children, young people and their families by:

* effectively leading commissioning activities through support and challenge across Children Services and the wider system;
* the effective contract management of a held portfolio of internally and externally commissioned Services.

# Under the direction of the Strategic Commissioning and Partnership Manager lead when required other specific areas of activity in response to the improvement journey, transformation to a One Children’s Vision, future drivers, opportunities and priorities.

# To deputise for the Strategic Commissioning and Partnership Manager when required to do so.

# Budgetary/Financial Responsibilities of the post

# Responsible for a portfolio of Children Services commissioning arrangements as per Council agreed budget and proposals

# To manage and monitor a diverse portfolio of commissioned contracts on behalf of the Council and other strategic partners as appropriate, within the agreed policy and processes for each organisation. This includes budgetary monitoring to ensure spend is on track and appropriate action is taken to address any pressures.

# To assist with securing resources for the delivery of plans, including creating and taking opportunities to gain external funding and/or partnership joint funding opportunities.

# To make optimal use of available resources in support of policy and strategy.

# Supervision/Line Management Responsibilities of the post

# To direct the work of the Commissioning Support Officer and providing line-management of that post in the absence of the Strategic Commissioning and Partnership Manager.

# Day to day responsibility for supplier relationship and contract management of externally commissioned providers.

# Working environment and conditions of the post

# 6.1 Normal working environment and conditions.

# Physical demands of the post

7.1 This role will require normal physical effort

# Specific resources used by the post

# 8.1 The post will be responsible for the use and safekeeping of standard office equipment, including laptops, mobile phones etc.

# Key contacts and relationships

**External**

* NHS Devon CCG
* Torbay and South Devon NHS Foundation Trust, including Child and Family Health Devon
* Service Users and Their Representatives
* Torbay Joint Commissioning Forum
* Other Local Authorities and specifically SW Peninsula Local Authorities
* 16+ Housing Provider Forum
* Schools Forum
* Devon and Torbay Prevent Partnership
* Torbay Under 25 Young Carers Strategic Group
* Externally Commissioned Service Providers
* Torbay Voluntary Community and Social Enterprise Sector, including Torbay Community Development Trust and Imagine This Partnership
* Torbay Trauma Informed Network

**Internal**

* Senior Leadership Team, Heads of Service, Officers and Members
* Children’s Services Divisional and Senior Leadership Teams
* Children’s Services, Public Health, Adult Services, Community & Customer Services (Community Safety and Housing Options) and Finance
* Children’s Services Continuous Improvement Board and Operational Improvement Board
* Children’s Services Sufficiency Board and all Associated Workstreams
* Early Help Board
* SEND Strategic Board
* 0-19 Programme Board

# Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* This post is office based at Tor Hill House but the post holder may be required to move their base to any other location within the Council at a future date.
* The post is eligible for both hybrid and permanent home working.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
* The post holder is expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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## Skills and effectiveness

### Essential skills and effectiveness

1. Proven ability to work autonomously and without direction to meet the requirements of the role and Council priorities.
2. Proven ability to make decisions in line with the requirements of the role without the need to defer to more senior officers.
3. Proven ability to work on and prioritise multiple projects across a diverse range of subject matters encompassing all Children’s Services activity and able to deal with conflicting and ever changing priorities, in relation to own workload and that of in-direct reports.
4. Ability to demonstrate the motivational, negotiation, challenge and influencing skills required to secure:

* buy-in and best outcomes through collaborative and partnership working; and
* improved outcomes and best value within service delivery.

1. Ability to demonstrate mature problem solving and analytical skills to interpret statistical and written information and to produce planning documents and determine a range of informed and imaginative solutions.
2. Ability to demonstrate the leadership and management skills necessary to lead commissioning and contract management activity across a range of stakeholders.
3. Ability to demonstrate the extensive communication skills necessary to be able to present complex information clearly, in a range of formats to varied audiences.
4. Ability to demonstrate the ICT literacy and skills necessary produce a range of complex correspondence, reports, spread sheets, financial monitoring, presentations etc.
5. Proven ability to forward plan and prioritise activities over the course of months and years to meet strategic objectives.
6. Ability to demonstrate the skills necessary to work effectively as part of the wider Procurement Contract Management and Commissioning team to deliver against policy and strategy, as well as commercial negotiations with contracted suppliers to deliver better terms and efficiency savings.
7. Proven ability to undertake and use research to inform practice, service improvement and change, and opportunities for the Council.

### Desirable skills and effectiveness

1. Proven ability to deliver excellent outcomes within the public / third sector or a social care / education / health setting in a commissioning or operational lead function.

## Knowledge

### Essential knowledge

1. Knowledge of public sector commissioning sufficient to ensure understanding of the impact and consequences of the decisions made on Council policy, strategy, the wider system, services and individual service users.
2. In depth understanding of Council policies, priorities, structure and governance.
3. Knowledge and understanding of the full commissioning cycle, including needs assessment, co-production and market appraisal.
4. Knowledge of key social care, education, health and other relevant legislation, regulatory frameworks and policy guidance. This should include the Children’s Act, Education Act, Ofsted Inspection Framework, commissioning best practice and guidance, public contracts regulations, contract law, social value, best value, modern slavery, data protection, transparency and transformation agenda.
5. Knowledge of performance management, policy development and service improvement methodologies and their application, including quality standards and development of management information systems.
6. Knowledge and understanding, at a local and national level, of current and future trends and issues affecting the Commissioning and delivery of children's statutory and non-statutory social care services.
7. Knowledge, understanding and commitment to delivering excellence in customer care and the importance of equal opportunities and anti-discriminatory practices in service planning and delivery.
8. Knowledge and understanding of the full suite of Microsoft Office applications.

### Desirable knowledge

1. Knowledge of external partnership and stakeholder arrangements within a local authority Children’s Services context.
2. Understanding of the democratic process within public services.
3. Knowledge of Children’s Services commissioning in a local authority context.

## Experience and achievements

### Essential experience and achievements

1. Demonstrable experience of the successful commissioning of services.
2. Demonstrable experience of partnership and collaborative working across a diverse range of stakeholders.
3. Demonstrable experience of co-production and consultation with key stakeholders, including service users in the design and delivery of outcomes-focused services that meet needs and aspirations.
4. A proven track record in the management of projects across organisational boundaries.
5. A proven track record in formulating and delivering presentations to a diverse audience, supported by the effective facilitation of group working and collaborative activities.
6. Experience of the managing and monitoring of contractual arrangements, including contract compliance, opportunities for improvement/service redesign to ensure value for money and better outcomes.

### Desirable experience and achievements

1. Experience of commissioning services for special education needs and/or disability, safeguarding and specialist services for children, young people and their families.
2. Experience of working within and delivering excellent outcomes within the public and/or third sector or a social care, education or health setting.
3. Experience of devising short, medium and long term strategies and plans to deliver against strategic objectives.
4. Experience of delivering commissioning management systems / methodologies and use of outcome-based approaches (such as Outcomes Based Accountability).
5. Budget management experience and demonstrable skills in achieving financial balance.
6. Experience in tender and bid writing.

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. Educated to Degree level or equivalent or demonstrable academic ability / experience in relevant field.
2. Evidence of continuing professional and personal development.
3. Relevant commissioning qualification such as Institute of Public Care (IPC) or equivalent, or willingness to work towards a relevant qualification.

### Desirable qualifications/professional memberships

1. Leadership or Management qualification.
2. Project/programme Management qualification.
3. Social Care or allied professional qualification.
4. Evidence of continuing leadership and management professional and personal development.

## Essential – Other requirements of the job role

1. Demonstrates a commitment to safeguard and promote the welfare of children and young people
2. Demonstrates a commitment to putting the voice of children, young people and their families at the centre of practice.
3. Ability to travel efficiently around the Bay/South West/UK in order to carry out duties.
4. Ability to accommodate occasional unsociable hours, such as weekends or evening outside of core hours.
5. Ability to accommodate occasional/permanent home-working.