

Job Description and Person Specification

Assistant Director of Commissioning & Innovation – Children’s Directorate

Salary: £92,297 - £102,129
Job Family: SM14
Working hours: 37 hours per week.
Work base: Kettering
Responsible to: Executive Director of Children’s Services

We are delighted that you are considering joining our team at North Northamptonshire Council.

By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

Main Purpose

To support the Council’s priority of improving outcomes for children and the wider population in North Northamptonshire through inspiring others and identifying, driving and securing opportunities to improve and transform services through strategic commissioning of education and children’s social care.

This role is accountable to the Executive Director of Children’s Services (DCS) and is responsible for the direct line management of colleagues that sit within the commissioning and partnerships team. The role leads Children’s commissioning and partnerships, and quality assurance in North Northamptonshire Council.

Role Responsibilities

1.	Strategic responsibility for the commissioning, performance, contract management and quality assurance functions across the directorate, including arrangements to manage relationships with the Integrated Care System, ensuring continuous improvement.
2.	Strategic lead for driving innovation in service delivery, business processes and efficiency on behalf of the Executive Director of Children’s Services.
3.	Leading the work with colleagues and partners within Northamptonshire Children’s Trust, large scale health providers and commissioned public health and education providers, to identify and determine the best models of service delivery, which deliver high quality outcomes and performance, and a high-quality customer experience.
4.	Work in partnership with key stakeholders, strategic responsibility for developing and implementing a commissioning framework and strategy which facilitates the smooth interaction between the Council, as commissioner, and providers of services. For children’s social care this should be in line with the contractual arrangements between the Council, the Trust and the Department for Education and for Public Health and Education commissioning, compliant with statutory duties.
5.	To lead the Youth Offer Board and youth work based approaches for the Council and wider Best Start in Life Board so that statutory duties placed on the Council are met, and that early help interventions support young people in meeting their potential.
6.	Strategic responsibility for ensuring that the commissioning function is responsive to the needs of children and young people (CYP) and their families and that their views and thoughts are represented in the Council’s wider improvement activity, by championing the Voice of the Child at every opportunity.

7.	To provide senior support to the Executive Director of Children's Services in the oversight of improvement plans and/or performance failures and to work with the providers including the Children's Trust to put in place suitable rectification.
8.	To support the Assistant Director for Education in ensuring sufficiency of education provision and to develop strategies which maximise the protective role of high-quality education.
9.	To represent the Children's Services Directorate on the corporate Commissioning and Procurement Board and be the professional commissioning lead and focal point within the Council, contributing advice and knowledge in Children's Social Care and commissioning of SEND, education and learning provision.
10.	To secure a professional working relationship between the Council and the Children's Trust and other commissioned providers, which informs transformational change in children's social care, education and public health service delivery.
11.	Strategic responsibility for the provision of regular, timely and co-ordinated management information to support the Directorate's operations and service planning.
12.	To deputise for Executive Director of Children's Services where required.
13.	To undertake any other duties commensurate with the role.

Political Restriction and Other Requirements

- This position is politically restricted

Person Specification

Minimum level of qualifications required:
<ul style="list-style-type: none"> • Degree-level or equivalent in a relevant subject. • Post-graduate management qualification. • Membership of a relevant professional body. • Evidence of continuing professional development and leadership skill development.
Knowledge and Experience required:
<ul style="list-style-type: none"> • Able to demonstrate in depth understanding, experience and leadership of commissioning, contract monitoring, quality assurance and procurement at a strategic level. • Experience of developing and implementing service development in a multi-disciplinary and partnership environment. • Experience of managing diverse teams and embedding adaptability and team resilience against a background of significant change and uncertainty. • Extensive experience of strategic management and service delivery within local government or social care services. • Experience of having worked at a senior level in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective. • Successfully managing budgets in a demanding public arena against high levels of need. • Experience and proven track record in effective financial and budgetary control and management. • Experience of managing senior staff, specialist and generic teams and forging and maintaining solid working relationships with internal and external partners at a senior level.
Relevant skills required:

- Leadership skills in order to lead the team in the development of effective strategies and plans in a partnership context.
- Able to deal accurately and confidently across all key stakeholders, providing clear information and direction as required.
- Strategic Commissioning Skills: understanding of, and ability to apply, strategic commissioning principles to commissioning work, with experience of needs assessment, evidence reviews and outcomes-based commissioning frameworks.
- Able to influence, persuade and motivate others using evidence and data appropriate to the audience.
- Ability to encourage and engender collaborative working and build positive relationships with external agencies, partners and internal and external stakeholders.
- Demonstrable Leadership and management skills.
- Political awareness and the ability to work successfully within a political environment through effective working relationships with Elected Members.
- Ability to learn from experience and to share that learning through future actions to improve service delivery and performance.
- Strong management skills, with ability to lead and influence others, make informed decisions and build and maintain successful relationships and networks.
- Strong influencing and negotiating skills
- Strong financial and budget management skills.
- Able to demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.)

Personal Qualities

- Passionate about putting residents at the heart of service delivery.
- Positive role model for behaviours and culture.
- Sound judgement in devising and evaluating options and dealing with complex issues.
- Demonstrable evidence of policy judgement, political awareness and astuteness
- Robust and resilient, with drive and self-motivation.
- Flexible and able to meet competing demands and challenging circumstances.
- Ability to work under pressure and work at pace to achieve priorities.
- Personality and credibility that engages and commands the confidence of all stakeholders.
- Innovative and forward looking.
- Commercially / financially astute and customer focussed
- Ethical, accountable behaviour including a personal commitment to equality, diversity and inclusivity.

Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.
- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

