

Job Description and Person Specification

Job title:	Head of Commissioning and Contracts – Children's Services
Band/ Salary:	12 / £72,383 - £77,041
Reports to:	Assistant Director – Commissioning & Partnerships
Responsible for:	Commissioning and Contracts team

Main Purpose

- Lead all commissioning activity and contract designs for Children's Services ensuring that coproduction is at the heart of each stage of the commissioning cycle and that services are commissioned to meet people's needs at the right time, at the right place and in a way that supports good outcomes for people.
- To be responsible for the maintenance of a contracts register ensuring accurate records are maintained of contractual compliance and governance for procurement exercises
- Provide line management to commissioning and contract managers ensuring that a culture of collaboration and effective team working is fostered internally and externally.
- Provide subject matter expertise regarding contract management and the creation of new contracting arrangements to support place-based commissioning and the Integrated Care System
- Lead on the development and maintenance of market intelligence ensuring that decisions are made based on data and evidence at each stage of the commissioning cycle
- Lead the development of commissioning strategies including financial management to ensure a sustainable market of high-quality social care providers.
- Work as an integral part of the commissioning and performance service area management team.

Main Accountabilities

1.	Accountable as the strategic and subject matter lead for Children's Services commissioning and contracts with responsibility to develop, agree & implement the strategy & plan for Children's Services commissioning activity. This includes co-production and development of service specifications, contract construct across all Children's Services commissioning.
2.	To lead on ensuring that services are developed and commissioned to meets the needs of people at the right time, in the right place and support good outcomes for people and communities.
3.	Clarify and agree of models of care to stimulate a vibrant market of micro providers. Ensure that decisions and market commissioning is based on evidence, analysis, resource mapping, service reviews and value for money evaluations so that contracts are constructed to support outcomes, evidence based and cost effective as well as meeting the changing needs of the specified population. This will include working with Public Health Advisors and NHS Commissioners as part of the implementation of an Integrated Care System in North Northamptonshire.
4.	To act as the strategic commissioning lead for Children's Services developing and maintaining market position statements and oversight of the Children's Services market across North Northamptonshire escalating themes, trends and risks as well as the consequences on provision, clients and budgets including the creation of need-to-know reports for the CLT and Portfolio holder along with strategies to mitigate these risks.

5.	Ensure that there is an integrated overview of Commissioning requirements/plans, Contractual issues & Quality Outcomes – delivering a robust awareness of areas of strength and weakness and leading on continuous improvement.
6.	Lead the development of Fee Frameworks for commissioning activity and support negotiation of contractual terms and conditions where this is required. This will include leading contract meetings where there are contractual issues at play or of concern.
7.	Lead and sustain effective partnership working across all key stakeholders – proactively bringing various organisations together to work collaboratively in a place-based model, designing the right contractual vehicle to deliver the required outcomes.
8.	Lead, manage and supervise the commissioning and contract managers embedding best value and utilisation whilst strengthening relationships that allow us to innovate and work collaboratively.
9.	Ensure there is an environment which supports innovation and leads to continuous improvement, embedding Wellbeing & Prevention aspects of an outcomes-based approach to contracting
10.	Develop and embed mechanisms to support provider sustainability and minimise instances of provider failure.
11.	Develop and maintain systems to ensure outstanding market intelligence is in place to ensure all decisions and commissioning activity is based upon data, evidence and people's experience of drawing on services.
12.	Ensure service provision, practice and standards meet statutory requirements and that all professionals in the field act together in safeguarding and securing the well-being of all children's that may require Children's services.
13.	To deputise for Assistant Director where required.
14.	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:
- Degree-level or equivalent in a relevant subject. - Professional or Management qualification.
Knowledge and Experience required:
- Legislative Frameworks - Detailed, extensive understanding of the legislative frameworks and statutory requirements relating to Children's services, particularly Ofsted regulatory frameworks and Public Contracts Regulations. Knowledge of Voluntary sector service options - Knowledge of managing large budgets effectively. Proven experience of holding a position in a large organisation with budget management responsibility. - A solid understanding of the relevant legal, commercial, political, operational, and social community aspects of a similar diverse and complex environment. Working within an accountable organisation with complex stakeholder and supplier relationships applying relevant knowledge areas - Detailed, extensive understanding of the legislative frameworks and statutory requirements relating to Children's services. Understand the scope of the Care Act, Childrens and Families Act, Public Contracts Regulations, and the remit and requirements of Ofsted and the Care Quality Commission. - Knowledge of partnership arrangements in relation to working with NHS.
- People Management - Ability to manage a number of multi- disciplinary teams ensuring their focus on achievement and continuous improvement. Able to establish and maintain highly performing teams. - Leadership - Ability to lead a disparate team of staff and drive improvement for the Children, Young People and Families of North Northamptonshire. An inspiring leader with an open, delegating, and empowering style which promotes innovation and local leadership and generates enthusiasm and commitment to ensure contract targets and milestones are achieved. - Substantial and demonstrable experience of leading change in a complex organisation or partnership in the public / voluntary sector proven experience of working in partnership across social care and health to improve outcomes for people. Substantial experience of programme / project and change management. - Substantial and demonstrable experience of commissioning and commissioning cycles or managing services and complex projects including performance / contract management. - Experience of developing strategic and operational policies and procedures. - Ensure service provision, practice and standards meet statutory requirements and that all professionals in the field act together in safeguarding and securing the well-being of all Children, Young People and Families that may require Children's Services.
- Demonstrable ability to analyse and manipulate complex data to produce management information to inform strategies and plans. Proven experience of producing complex reports. - Decision Making - Ability to work across a complex system and people with diverse and conflicting interests. - Negotiation - Experienced negotiator and networker, with a proven track record in developing the viability and long-term sustainability of projects. - Proven ability to solve problems and overcome barriers to progressing work programmes and project plans. - A detailed and inspiring leader with an open, delegating and empowering style which promotes innovation and local leadership and generates enthusiasm and commitment to ensure contract targets and milestones are achieved.

- Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.
- Proficient in the use of Word, Excel, PowerPoint, and other Office packages.
- 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.

