WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Job description and person specification

Commissioning Officer – SEND Reforms

Strategic Commissioning Service

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

West Northamptonshire Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The post will support with the commissioning and financial arrangements in the Education Commissioning Function and ensure that appropriate education services and provision are available for children and young people and children and young people with SEND, aged 0-25 in line with the SEND Reform Plan. The post must ensure excellent coordination of commissioning activities, including contract and performance monitoring, quality assurance, procurement and associated business processes, that develop services aiming to improve outcomes for children and young people with SEND, such as Alternative provision and specialist school places.

To support the Commissioning Manager and Education service leads to ensure the development and maintenance of high quality evidence based services commensurate with the principles of best value which meet identified local need in line with in line with the West Northants SEND Reform Plan.

Accountable to:

This role is accountable to the Education Commissioning Manager, and will also support the wider Education Services Teams, The SEND Reforms Commissioning Officer will also be expected to work alongside health and social care teams.

Responsibilities:

1. Under the guidance of the Commissioning Manager complete project activities and build relationships with other partners/organisations to support the development and delivery of the actions within the SEND Reform Plan and SEND & Inclusion Strategy to ensure the best possible outcomes for children within available resources, compliant with legislation and in line with national and local strategic direction.

2. To understand the needs of children and young people with Special Educational Needs, SEMH and Disabilities and their families by collating, managing and analysing complex data, including feedback from service users and consultation with partner agencies

3. To collate and analyse information on contract performance, management and costs. Produce reports to enable the monitoring of performance against individual contracts and key performance indicators.

4. To provide high quality coordination of and support to routine commissioning business processes, including performance and quality assurance monitoring, and liaising with council colleagues on financial, legal, and procurement tasks.

5. To develop and implement engagement structures and activities to harness the views of children and their families, service providers and other key stakeholders to ensure the Council supports the identification of service gaps and unmet needs to inform the decommissioning, redesign and commissioning of services to meet the health and wellbeing needs of the population.

6. To complete the writing of specifications and tender documentation and helping to evaluate tender documentation and issuing new contracts, alongside the Commissioning Manager, to procure new and revised targeted and specialist services including the creation of new SEND Units in mainstream schools and new Alternative Provision.

7. To undertake market and supplier research, review legislation, intelligence and policy guidance to align the market in delivering good quality, cost effective services that meet the identified needs of children.

8. To provide advice and guidance about commissioned services to operational staff, senior managers, elected members including the writing of analytical reports and presentation of data as required.

9. To research and review legislation, policy guidance, new initiatives and best practice that improves education services to ensure the Commissioning Manager, the Council and local providers are kept informed of commissioning policy and initiatives.

10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.

11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to negotiate and influence, with excellent communication skills	Essential	A, I
Ability to analyse and interpret data to prepare clear, concise briefing and performance reports for a range of audiences	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Can demonstrate strong knowledge of SEND / Education, Health or social care sector	Essential	A, I
Understanding of the importance of consultation and engagement and what are the most effective ways to consult with people so they are involved in the decision making process	Essential	A, I
Knowledge of processes and procedures ensuring they are compliant with current legislative framework in standards for AP, SEND and Education to ensure the L.A is fulfilling its statutory duties.	Essential	A, I
A good understanding of equality issues and the role that commissioning and procurement can play in supporting wider agendas such as community cohesion, integrated care system, economic wellbeing, and sustainability.	Essential	A, I
Knowledge and understanding of current legislation, statutory duties, responsibilities and the principles and best practice in the commissioning and monitoring of Education funded services	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of processes for the commissioning, contracting and monitoring of education, social care or health processes	Essential	A, I
Experience of working in education, social research and/or consultation	Essential	A, I
Experience of project management and business management, including coordination, planning, information collation, analysing data to produce reports, strategies and briefing papers	Essential	A, I
Experience in Education, health, health improvement or social care	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent, preferably in Education, social sciences or Research or Health related areas	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family and salary band:	Professional Support Band 7	**Worker type:**	Fixed or Part-flexible
People management responsibility:	None	**Budget responsibility:**	None

Working conditions and how we work:
We are open to discussions about flexible working. This role can be carried out from a fixed location, or as a part-flexible worker type. This means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

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When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council