

Job Description and Person Specification

Job details

Job title: Commissioning Manager

Grade: M

Reports to: Assistant Director of Commissioning

Responsible for: N/A

Directorate and Service area: Commissioning and Partnerships, Business & Performance

Purpose of the job

Will work to improve outcomes for children and young people and deliver value for money for the local authority through effective commissioning. The postholder will have a particular focus on commissioning early years services.

Principal responsibilities

1. Deliver multi-agency commissioning strategies which set the strategic direction for how the local authority and its partners will work together to deliver improved outcomes.
This will ensure a joined-up approach to delivery and that partners are working collectively to meet identified need.
2. Development of robust needs analysis, ensuring commissioning decisions are evidence based and take into account the current and future needs of the population.
This will ensure the needs (current and future) of our young people are fully understand so that robust plans can be put in place to address these needs.
3. Market management. To include the mapping of service provision, identification of gaps in the market and implementing strategies to address identified shortfalls.
This will ensure that local services provided through the private and voluntary sector meet the needs of our young people.
4. Lead on the procurement of services, ensuring a clear service specification of what needs to be provided to meet the identified outcomes.
This will ensure the council undertakes procurements which are compliant, deliver value for money and support delivery of any identified outcomes.
5. Development and ongoing implementation of performance management framework, to ensure contractual compliance and quality assurance of all commissioned services.
This will ensure all contracted services are of a high quality, are contractually compliant and are delivering against agreed outcomes.
6. Ensure effective partnership working with all stakeholders including: statutory bodies and the private/voluntary sector. Will also ensure that service user views are central to the planning process and strategies/services are coproduced wherever possible.
This will ensure a broad range of views are taken account in the design, planning, implementation and review of services/strategies.

Job context

As a Commissioning Manager within the Commissioning and Partnerships Service the postholder will work with the Northamptonshire Children's Trust (NCT), the Integrated Care Board (ICB) and other key partners

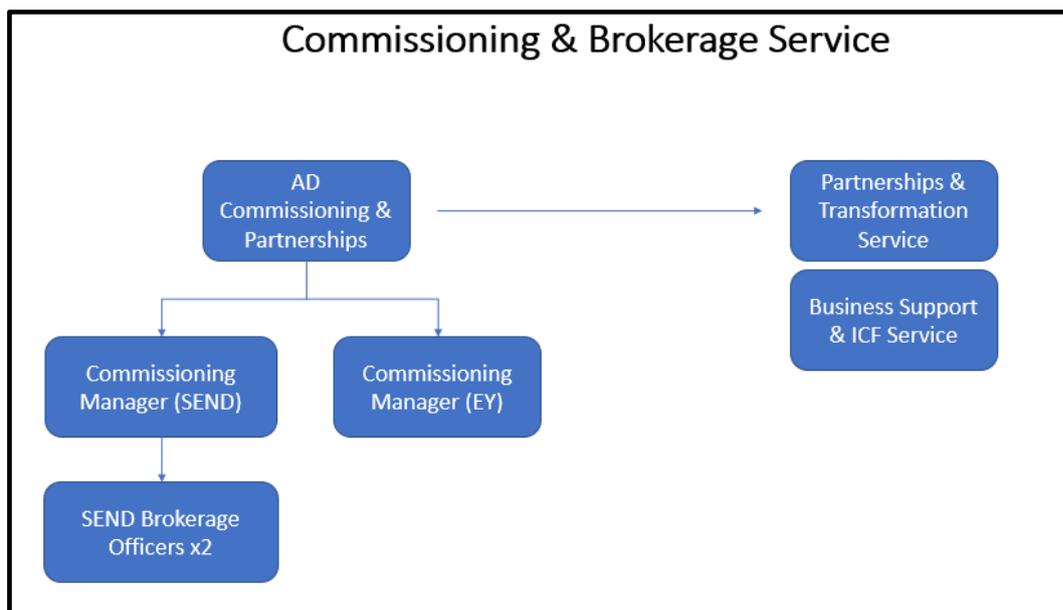
to develop and implement effective commissioning strategies which deliver positive outcomes for children and young people and value for money. The postholder will support activity across the Service, but their primary focus will be commissioning services for Early Years and Early Help.

The key objectives include:

- I. Develop and maintain multi-agency commissioning strategies which set the strategic direction for how the local authority and its partners will work together to deliver improved outcomes.
- II. Development of robust needs analysis, ensuring commissioning decisions are informed by evidence and meet the needs of the population.
- III. Market management. To include the mapping of service provision, identification of gaps in the market and implementing strategies to address identified shortfalls.
- IV. Lead on the procurement of services, ensuring a clear service specification of what needs to be provided to meet the identified outcomes.
- V. Development and ongoing implementation of performance management framework, to ensure contractual compliance and quality assurance of all commissioned services.

Organisation structure

- (a) Please attach an organisation chart showing this job, its supervisor, colleagues who also report to the same supervisor and the jobs managed by the post holder, giving full job titles.



- (b) Briefly describe the major responsibilities of the posts managed by the post holder.

The post holder will not directly line manage any staff within the team but will be expected to lead projects and this will likely include matrix management of staff.

- (c) Briefly describe the key differences between this job and the Line Manager's role.

The Assistant Director of Commissioning has a far broader brief. For example, the AD will have responsibility for performance of the Children's Trust; early years, family information service and managing relationships with Public Health and the ICB.

The AD will operate at a more strategic level and work closely with Directors/Assistant Directors/Cabinet Members. The AD will also manage staff and have budgetary responsibility.

The Commissioning Manager will be responsible for the development of policies/procedures/strategies but ultimate accountability will sit with the Assistant Director.

Supervision and work planning

- (a) How does work get allocated in this job, i.e. what is the pattern of the work cycle (daily, weekly, monthly, annual, etc).

The postholder will be expected to take responsibility for managing their day-to-day workload, working towards delivery of agreed outcomes/deadlines.

Workload will formally be agreed by the Assistant Director of Commissioning. The Assistant Director will provide oversight and supervision.

- (b) How regular is supervision and broadly what issues does it cover?

Formal supervision will be monthly. This will be in addition to more regular catch ups where the Assistant Director will provide support/guidance .

This will cover progress with the development and implementation of the strategy.

It will entail review of progress against an agreed work plan detailing each stage of the process with identified activities agreed.

- (c) Please give two examples of the sort of priorities, which the post holder is able to set him or herself.

The post holder will need to devise a work plan with agreed priorities which will be determined by the post holder in collaboration with key stakeholders from a range of agencies.

The post holder will need to co-ordinate a range of interagency functions and activities in order to effectively collate information for the development of strategic plans. The development, prioritisation and order of each activity will need to be determined by the post holder.

- (d) Please describe the procedures or systems the job has to work within and how this affects the level of discretion the post holder is given. Or you could give two examples of procedures or systems they have to work within.

The post holder will need to operate within the governance structure of the partnership and will need to negotiate with a range of partners.

The post holder will need to adhere to the council's procurement framework ensuring that all spend meets these agreed standards.

- (e) Describe how the post holder controls the work of people they manage in their team if applicable, i.e. weekly/monthly meetings, or setting tasks on a daily basis.

The post holder will not manage staff directly but will need work very closely with staff across the council in order to deliver their role effectively. This may include matrix management when leading project teams.

- (f) Does the post holder co-ordinate sub-functions of the service or service areas or set priorities for them? If so please give details and say why the co-ordination role is needed.

The post holder will need to identify tasks to be completed and enlist the participation of a range of key workers to contribute and to work on agreed shared outcomes.

The post holder will need to organise regular steering and stakeholder meetings of groups of workers from a range of agencies.

Post holder will also need to enlist and direct work of subgroups and working parties to carry out specific tasks.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

Communication/contacts

Please detail the nature of the interpersonal skills the post holder has to use. Give two examples of the nature of interpersonal skills used. (Do not just list the people the post holder has to come into contact with).

The post holder will need interpersonal skills.

- To develop and maintain good working relationships with key staff from internal and external provider agencies such as Team managers within NCT and community and voluntary organisation service managers.
- To motivate and influence people to understand the nature of the commissioning process and to share common strategic goals. They will need to be able to organise and ensure the effective management, minuting and action planning of multi-agency meetings to achieve agreed outcomes. This will include key staff within the C&YP Partnership governance structure.
- To manage sensitive and potentially contentious situations where there may not be consensus between parties. Will be required to demonstrate tact, diplomacy, and political awareness to work towards agreed outcomes.

Problems encountered

Please give brief examples (a maximum of 3) of the problems encountered in this job and how they might arise. For the examples given, detail the steps you would expect the post holder to take to find the solution to the problem.

Problems may arise because of a lack of engagement from the stakeholders in the process being undertaken. The post holder would need to analyse the reasons for this, negotiate with relevant individuals and find ways of overcoming the problem. The post holder would need to take the initiative with this problem.

The sequence in which the work needs to be carried out may need to change because of difficulties with carrying out work on a certain area or of obtaining appropriate information. The post holder would need to re-schedule and re-organise the work to account for this.

There may be conflicting priorities or timescales that cannot be met. The post holder will need to report on this and take remedial action to address the problem. This will likely include negotiation with partners; allocating/re-allocating resources, updating risk logs and updating project plans.

(b) How does the post holder decide at which point they need to refer a problem on?

Making decisions

Please give two examples to show the 'thinking challenge' in the job, i.e. is there a set process to resolve the problem, does the post holder choose a solution based on their past experience or does the post holder have to seek more information to determine the extent of the problem, or use creative thinking to develop new concepts.

The post holder will work within broad set of processes and procedures but will have a degree of discretion to scope how to carry these out and how to achieve these objectives.

Post holder will need to use past experience and knowledge of systems and organisations to be creative in finding solutions to problems.

Freedom to act

- (a) Please give two examples to show areas that the post holder has discretion over.

Freedom to determine the project plan, sequence of events and timescales for implementation.

Freedom to determine who the key participants need to be at each stage of the development of the plan/strategy.

- (b) What kind of systems, procedures or 'rules' are set around the job which prevent the post holder having total discretion as to how to undertake the job.
- Procurement law and the local authority standard operating procedures,
 - SEND Code of Practice
 - Childrens and Families Act

Area and type of impact

There are two ways of looking at the type of impact the job has upon the council.

- **The first is where the jobs impact can be expressed in financial terms** (annual income or expenditure). If you think the job falls in this category complete section a.
- **The second is where there is no relevant financial dimension to the job.** If you think the job falls under this category, please complete the following section b.

Please note that you must complete either **a) or b)**. Please complete section **(c)** for all jobs.

- (a) Which parts of the organisation are most clearly influenced by the job's objectives? Please indicate current year income, expenditure and capital budget, if appropriate, and state the impact on each figure given, i.e. is there a controlling impact; or partnership/ joint accountability for the area (if so with which other jobs). Or is the impact indirect because the job is advisory and influences decisions taken in the area of impact?

The post holder will develop commissioning strategies and lead procurements. These will create the framework through which the local authority allocates resources and procures services. Through this framework the local authority will deliver compliance, value for money and assurance that agreed outcomes are being achieved. These strategies should also influence spend by partner organisations.

The post holder will have oversight of all commissioned services Early Years and Early Help.. The post holder is not responsible for decisions about individual placements but they are responsible for the effectiveness of the overarching commissioning and procurement strategy.

The post holder is responsible for managing the annual fee uplift negotiation process with relevant services. They will take recommendations to the Assistant Director of Commissioning and the Assistant Director of Education for ratification..

Or

- (b) What kind of support services are delivered by the job - does it involve processing information, interpretation/analysis of information, supervision of others, or acting in an advisory/specialist capacity?

And

- (c) Is there any statistical information that can add to the understanding of the job, i.e. it is useful to know whether a Payroll Officer deals with 50 or 50,000 payslips and whether they pay people weekly and/or monthly. Figures for their own sake are no help, but those directly relevant to the purpose of job are useful. e.g. providing a daily home care service to ten clients.

The post will influence the commissioning of services to meet the needs of all children and families accessing Early Years services

Special features of the post

Not applicable

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training		
Experience and Knowledge	<p>Experience commissioning services in a social care or education setting.</p> <p>Experience of leading procurements.</p> <p>Experience of developing and implementing strategies.</p>	
Ability and Skills	<p>A good understanding of the commissioning cycle and procurement.</p> <p>A good understanding of SEND, Early Years and Early Help.</p> <p>Excellent interpersonal skills with proven ability to work in partnership and develop and maintain effective working relationships.</p> <p>Analytical and able to undertake robust needs analysis.</p> <p>Confident writing reports/developing strategy documents.</p> <p>Excellent communication skills. Confident leading presentations and chairing meetings. Articulate and able to communicate well both orally and in writing.</p> <p>Ability to work on own initiative, seeking advice when appropriate.</p> <p>Ability to deliver to deadlines and manage competing/conflicting priorities.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Able to participate as a full and active member in a range of management settings.</p> <p>Ability to liaise and negotiate effectively with a range of organisations, providers, and service users.</p> <p>Good organisational and problem</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		

