



Job Title: Placements and Commissioning Service Manager

POSCODE: based on 2085

Grade: SM1

### Overall Purpose of Role

To lead the work of NCT's Brokerage Service and associated support to provide the required services for Children, Young People and their families.

To review and assist the transformation of the Brokerage Service in line with the Sufficiency Strategy and action plan. To oversee the service plan for the Commissioning of Services and manage performance in order that services are continuously improved and Northamptonshire Children's Trust objectives are met.

To ensure that budgets and other resources are used in accordance with NCT's priorities and financial regulations, and that expenditure is accurately monitored and reported, and reported within budget.

	Main Accountabilities
1	Line management of the Brokerage Team Manager, Placement Reviewing Manager and Contracts Team. Overall responsibility for the Brokerage Service and the Service Plan.
2	Responsibility for the management of the placement budget and staffing budget. Ensuring that all services (Placement, PCAS, support packages etc.) provided are based on principles of best value utilising a full range of potential providers and is compliant with procurement rules.
3	To ensure that all aspects of the service are compliance with appropriate governance, decision-making processes and procurement rules. To ensure that all members of the team are compliant with relevant training.
4	To lead the implementation of new placement sourcing processes and ensure on-going review of all process for sourcing services.
5	To ensure ongoing analysis of all data relating to brokerage services, including monthly and quarterly reports to SLT. Preparation and presentation of reports to NCT Boards and SLT.

6	To jointly lead (with the Service Manager – Commissioning) the development of the Sufficiency Strategy. To lead the implementation of the commissioning activity associated with the sufficiency action plan and work jointly with other leads to ensure overall plan is delivered.
7	To take a lead role in developing effective commissioning arrangements with partner organisations exploring and developing opportunities for the integration of services. To ensure the service identifies, records and reports relevant information to enable funding decisions to be made by panels and invoices and payments processed
8	To ensure that the service builds effective working relationships with key suppliers and the wider market to support sufficiency strategy. To proactively lead on developing strategic level relationships with existing and new providers.
9	To ensure that all brokered services are quality assured and compliant with all legislation.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**  
**Qualifications, Knowledge, Skills and Experience**

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Degree or equivalent experience	Business related area	E
Post Graduate Qualification or equivalent	Commissioning or Management studies.	E

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
A demonstrable knowledge of social care, health and education services for children and young people their parents and carers.	Significant service experience within Safeguarding Children Services.	E
Childrens' Services Legislation	Knowledge of all legislation that is relevant to providing care and services for children and their families	E
Commissioning Process	Knowledge of commissioning cycle and associated procurement processes	E
Sound knowledge of current Health and Safety legislation and Health and Safety Management Systems.	Ability to evaluate and assess service delivery in this regard.	E
<b>Skills:</b>		
Budget Management	Achievement and maintenance of financial information including achieving balance	E
Negotiation and working with Partners	Evidence of strong working relationships with partners and stakeholders	E
Communication.	Excellent communication skills with stakeholders at all levels. Ability to produce clear, accurate, written and verbal reports to board level demonstrating assessment of written and numerical research information.	E
Analysis	Ability to ensure ongoing analysis of all data relating to brokerage services, including monthly and quarterly reports to SLT. Preparation and presentation of reports.	E
Performance Improvement	Able to create a team that is focused on improved outcomes for children and young people.	E
IT skills	Excellent IT skills utilising all Microsoft applications	E
<b>Experience:</b>		
Broad management experience	Covering over a range of professional roles with significant experience in managing functions in a number of specialisms, e.g. SEND, Safeguarding	E

Strategy and Planning	Experience in developing a business strategy and implementing innovative operational plans to meet the vision and build the new teams	E
Professional Supervision	Experience in providing professional supervision to own profession and develop team and individual plans.	E
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	E
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E

Disclosure level	
<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input checked="" type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input checked="" type="checkbox"/>
Flexible	<input type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>