



Northamptonshire
Children's Trust

Job Description

Job Title: Commissioning Lead

POSCODE: 2591

Grade: M

Overall Purpose of Role

On behalf of Northamptonshire Children's Trustor formal partnerships with other agencies, to take a lead in the commissioning of support for children, young people and families.

To lead the development and implementation of strategic commissioning plans across health and social care, that enable families and young people to exercise choice and control in relation to how their needs are met. To provide strategic oversight, vision, drive and leadership to commissioning staff, while taking lead responsibility for a broad and varied portfolio, driving innovation and continuous improvement, through strengths based and outcomes focussed approaches across services

To ensure the development and maintenance of sufficient high quality evidence based services commensurate with the principles of best value which meet identified local need in line with nationally and locally agreed strategic priorities.

Main Accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities

Main Accountabilities	
1	The postholder will lead the development of comprehensive and, where appropriate, integrated commissioning strategies and plans to achieve the best possible outcomes for vulnerable groups as set out above within available resources, compliant with legislation and in line with the national and local strategic direction, and fully informed by involvement and co-production with children, young people and families.
2	The postholder will take lead responsibility within the Trust for the commissioning of services within their portfolio area, including the development and delivery of commissioning and sufficiency strategies and large-scale programmes, liaising with government offices, external regulators, customers and other partners on behalf of the Trust and local authorities. The postholder will lead politically sensitive projects/commissioning reviews and major tasks, including decommissioning of services as required, motivating self and others to achieve objectives in the required timescales.
3	The postholder is required to utilise their specialist skills and knowledge collaboratively with practitioners, clinicians and customers/service users as well as procurement and legal advisors, providing ownership, leadership and expertise across the commissioning cycle to ensure high quality services, desired outcomes and improved efficiencies and that contracts accurately reflect service requirements.

	The postholder will provide advice and guidance to operational staff, senior managers, elected members, including the writing of analytical reports and presentation of data as required.
4	The postholder is responsible for developing and maintaining high quality partnerships and effective working relationships with stakeholders including children, young people, families, parent carer forums, the voluntary sector, Health, housing and independent sector organisations in order to meet the needs of the vulnerable groups set out above, leading and overseeing effective consultation mechanisms with all key stakeholders to inform the development and delivery of commissioning plans and acting as a key player in regional and national planning forums. The postholder holder will lead on developing market intelligence, including harnessing the views of people and their families/carers, to identify service gaps and unmet needs, and inform the de-commissioning, redesign and commissioning of services to meet the needs of people who need care and support.
5	The postholder is responsible for the procurement of new and revised support and services including leading the development of specifications, which determine the success or failure of the procurement processes and the new or revised service. This process includes the development of all tender documentation, including specifications, creating a tender evaluation process, establishing a contract monitoring process against specified standards, the evaluation of bids and contractual negotiations to award of contract and ensuring officers are able to manage procurement effectively. The postholder will embed strong project management principles and practice, ensuring that key milestones are met, risks identified, and that projects deliver the service outcomes and savings identified.
6	The postholder will take the lead in ensuring best value for money for the Trust by developing, commissioning and monitoring high quality and cost effective services for the groups of vulnerable people set out above, e.g. leading the development of transparent service provider pricing, agreeing outcome focused contracts, renegotiating existing agreements, leading the decommissioning of high cost or poorer value services and developing business cases for new investments, ensuring that services are delivered within available budgets. To engage with markets, shaping and stimulating the local provider market in order to meet current and future service needs, ensuring that commercial considerations, including market interest and capacity, are understood and addressed at each phase of the commissioning cycle.
7	The postholder is required to ensure that services and contracts remain compliant within local and national standards and legislative changes both relating to local authority procurement and to the standards and expectations of the service areas that support the vulnerable groups set out above. The postholder is required to utilise their specialist skills and knowledge collaboratively with practitioners and clinicians and customers/service users as well as procurement and legal advisors, to ensure that contracts accurately reflect service areas.
8	The postholder will intervene where contracted services fall below required performance measures and will lead on supporting the service to comply with the required standard and / or renegotiating terms and conditions or decommissioning the contract and re-tendering, exercising their professional judgement relating to the levels of risk within the service and its capacity to improve.
9	The postholder is required to manage and supervise others, in line with the policies and procedures of the Trust and as necessary to meet the operational requirements of the service area. The postholder will ensure individuals and team(s) have strong direction and are confident and clear about the results they are required to deliver and that delivery plans are developed, measured, and monitored to track progress of and achievement of objectives

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
	Qualified to degree level in a relevant field or ability to demonstrate a significant level of management experience.	Essential

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

Identify	Details	Essential/Desirable
Knowledge:		
	In depth, detailed knowledge of commissioning and procurement in a public sector context including legislation, good practice and processes, within the context of an Integrated Care System.	Essential
	Strong understanding of of SEND, Children Social Care and health legislation, systems and local government structure including policy framework and inter relationships of stakeholders.	Essential
	In depth knowledge of project management standards, processes and methodology, gained through experience of leading projects and project teams successfully through to completion of project.	Essential
Skills:		
	Demonstrated ability to commission new and innovative services, e.g. in accordance with new government policies and requirements	Essential
	Confident strategic thinker and leader who pursues creative and	Essential

	<p>new ideas to provide solutions to complex problems and can show evidence of influencing key stakeholders externally and internally; ability to lead, inspire and motivate team members to develop and provide high quality services. Able to participate as a full and active member in a range of management settings.</p>	
	<p>Numerate and literate – proven ability to develop costed business cases and to draft Cabinet reports, for example. Highly developed skills in data analysis, information gathering and research approaches and techniques and ability to translate complex for different audiences.</p>	Essential
	<p>Able to effectively manage significant and complex budgets within financial constraints and regulations. Applies judgement in managing risk, supporting their senior leadership to deliver on commitments to savings.</p>	Essential
	<p>Ability to work independently on own initiative, with minimal supervision, seeking advice when appropriate, while supervising, directing and developing staff. Can lead in ambiguous situations, demonstrates resilience, readily adapts to change and exhibits personal growth.</p>	Essential
	<p>Able to communicate confidently and effectively well both orally and in writing, with a demonstrated ability to form and sustain relationships with internal and external colleagues, customers and service users, ability to identify and develop strategic opportunities for partnership working and integrated service delivery and to shape service development, change and delivery, utilising appropriate tools and techniques to lead effective engagement, consultation and coproduction.</p>	Essential
	<p>Report writing and verbal reasoning ability sufficient to write and present complex reports clearly (including Cabinet and Scrutiny Committee</p>	Essential

	reports) and to draft service specifications.	
	Able to work under pressure and to tight timescales, prioritising competing demands on resources to deliver identified objectives/outcomes and able to allocate work effectively through matrix management approaches to enable delivery to high standards at pace.	Essential
	Commercial Awareness and Negotiation Skills – ability to negotiate to deliver best value for money whilst improving outcomes. Commercial and financial understanding in the context of commissioning and contract management.	Essential
Experience:		
	Experience in successful leading commissioning and service development - developing and delivering innovative commissioning strategies or business plans, including needs assessment, market analysis, procurement, contract management and performance evaluation, to deliver tangible outcomes, ideally within social care, health, public health or housing services.	Essential
	Demonstration of direct responsibility for large budgets, service delivery, and people management, with a record of driving through efficiency savings as a result of more effective service design, commercial, contract or procurement practices whilst maintaining strong service outcomes.	Essential
	Proven experience of evidence-based commissioning, applying strong analytical skills and lateral thinking to develop commissioning/ transformation.	Essential
	Experience of developing and delivering effective performance and/or contract management frameworks and of leading response to poor provider performance and provider failure.	Essential

	Evidence of successfully managing and mitigating risks including those of a service, commercial, financial procurement and political nature	Essential
	Proven experience of leading effective inter agency working, including experience of negotiation and influencing stakeholders including colleagues, providers, external partners, people drawing on services and their families.	Essential
	Proven experience of developing and maintaining provider-commissioner partnerships in shaping the market.	Essential
	Proven line management experience, including effectively managing performance and supporting individuals to develop and achieve their full potential.	Essential
	A track record of successfully leading and managing complex cross functional projects and programmes to time and on budget.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What DBS Level is required for this post?

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

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

Flexible

Field

Home