



Job Description

Job Title: Senior Commissioner (Senior Commissioning Officer)

POSCODE: NCT0044

Grade: K

Overall Purpose of Role

To manage the delivery of Children's Services strategic commissioning priorities and the department's strategic change and improvement projects ensuring positive outcomes for children, young people, their families and carers and value for money for Northamptonshire Children's Trust.

To manage and deliver the strategic commissioning cycle, from determination of need, planning and reconciliation to the Trust's budget planning cycle, to delivery and management of contracts to meet identified need. Managing contracts throughout their term ensuring performance, quality, and value for money.

Taking a project and programme management methodology to service development managing defined projects within the overall programme of works, engaging with a wide group of internal and external stakeholders.

To support commissioning leads, in their role to develop and implement strategic commissioning plans and strategies across children's services.

Main Accountabilities

1	To support and manage the delivery of commissioning intentions to deliver effective support and services for children, young people and families, taking a lead role in commissioning, contract management, policy and planning activity across Northamptonshire with responsibility for specific agendas. To support, contribute to and lead the development and implementation of strategic commissioning priorities and plans, project managing commissioning reviews across a range of commissioning areas, under the direction of Commissioning Leads. This will involve the complete commissioning cycle from needs assessment to delivery and review.
2	Lead the development and management of independent sector contracts to ensure financial stability, commercial value for money and quality are maintained. Take action to avert provider failure where issues are identified. Linking to audit, legal, finance and regulatory bodies such as CQC/Ofsted when required. Take a strategic management approach where contracts are not performing, creating robust improvement frameworks ensuring the service reaches the required standard in the agreed timescales. Provide regular performance reports and analysis of contracts, including the identification of any risks to provision or the Trust.
3	To manage, control and deliver 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. To design and lead effective project / review teams, working effectively with key stakeholders and

	managing a range of commissioning projects, supported by robust plans to achieve business benefits within agreed timescales and cost, being accountable for the key outcomes for those projects, including: • undertaking equality impact assessments, risk assessments, data protection impact assessments for proposed policies, projects, and services • identifying, developing and utilising project management techniques to support the strategic review of services, commissioning of new services and the re-commissioning/decommissioning of existing services as required. • developing and leading on the implementation of methodology and techniques to undertake options appraisals • providing 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. • overseeing the development of necessary administrative systems and governance arrangements to effectively support commissioning reviews and project delivery.
4	To develop and manage effective plans for stakeholder engagement, including our children, young people citizens, families and carers and providers; delivering effective consultation mechanisms with all key stakeholders, to inform the development and delivery of commissioning plans. To make a key contribution to development of relationships with internal and external stakeholders, suppliers and organisations to deliver services and support that result in improved outcomes for children, young people and their families.
5	To research and keep up to date with legislation, policy guidance, new initiatives and best practice that supports increased choice and control and maintains health and well-being to ensure Commissioning Leads, Northamptonshire Children's Trust and local providers are kept informed of commissioning policy and initiatives.
6	Identify and lead on service development for a range of specialist areas, including developing and implementing policy and strategies for that area, managing the procurement of commissioned services, including drafting service specifications, tender documentation, tender evaluation and contract execution.
7	To lead on market shaping and development informed by research, benchmarking, analysis and consultation with local communities and providers to understand the needs within the marketplace to align the market in delivering good quality, cost effective services that meet the identified needs of service users and carers, providing high-level support in the delivery of a sufficiency of effective, high quality and evidence-based services of a reasonable cost, accessible and appropriate to service users, through the application of commissioning techniques, e.g. market management. Use needs assessments in order to shape priorities for improvement, identify market deficiencies and support the allocation and effective use of resources liaising with all system partners and internal teams to identify and propose opportunities to improve value for money or contract performance.
8	To undertake market and supplier research, review legislation and policy guidance to identify opportunities for improved value for the council and identify process efficiencies and/or cashable savings, making a key contribution to ensuring that the service delivers against key Directorate priorities and targets, as well as operating within cash limits/activity budgets set out in the Trust's financial plans. Identifying and successfully responding to opportunities to bid for and secure development and funding opportunities at a national and local level.
9	To develop and implement quality assurance and performance measurements which enhance the delivery of the service and mitigate the Trust's risk against underperformance. Produce and present a range of reports relating to contract performance, management and costs, advising, and recommending developments and improvements to enhance the outcomes of the service at the relevant boards

	and forums. Lead the work of the data analysts, providing a clear brief on data requirements to support reviews, and providing guiding support for delivery of the brief.
10	To develop and maintain ongoing consultation groups and forums with service users, carers, providers and key internal and external partners to support the commissioning process including commissioning groups and Partnership Boards. To identify and independently progress areas for collaborative working, service improvement or redevelopment with key stakeholders across the statutory, Integrated Care System, independent and voluntary sectors, developing effective networks and working relationships with a range of stakeholders to support the delivery of strategic priorities for the Commissioning and Transformation Service.
11	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
12	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.

In addition to the above, you will be required to undertake other duties associated with the role as requested by commissioning leads, working flexibly across the service to meet the business needs, including the management of staff and resources as required.

Safeguarding commitment

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 experience working at this level.	Essential
	Evidence of continuous professional development.	Essential
	Project management qualification or certification.	Desirable

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

Identify	Details	Essential /Desirable
Knowledge:		
	Knowledge of commissioning and procurement in a public sector context and within the context of an Integrated Care System, developed through experience	Essential

	Knowledge of project management standards processes and methodology.	Essential
	Knowledge of either, SEND, Children Social Care or health legislation, systems and local government structure including policy framework and inter relationships of stakeholders.	Essential
	Solid understanding of the key drivers and market forces which impact existing services and the commissioning of future services.	Essential
Skills:		
	Demonstrable ability to communicate and engage with all internal and external stakeholders effectively to shape service development and delivery, utilising appropriate tools and techniques to lead effective engagement, consultation and coproduction.	Essential
	Ability to translate strategic priorities/policies into defined plans for delivery.	Essential
	Ability to work under pressure and to tight timescales, prioritising competing demands on own resources to deliver identified objectives/outcomes.	Essential
	Proficient level of written and verbal communication skills.	Essential
	Task focussed with good co-ordination skills alongside attention to detail	Essential
	Highly developed skills in data analysis, information gathering and research approaches and techniques.	Essential
	Effective computer literacy IT skills which enable successful service delivery.	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
	Able to lead meetings with providers and partners and to advise of progress and possible barriers to contract success, analysing complex information, negotiating solutions, and determining the level of risk to the successful implementation of the contract portfolio.	Essential
	Excellent planning and organisational skills with a clear focus on the delivery of key objectives to specified timescales.	Essential
	Ability to undertake interviews in order to obtain information.	Essential
	Able to lead project teams and confidently allocate work. Ability to lead complex commissioning, planning, monitoring projects concurrently.	Essential

	Able to demonstrate tact and diplomacy during difficult conversations.	Essential
	Able to influence decisions at a senior level with strong level of political awareness.	Essential
	Self-starter able to work on own initiative and as part of a team.	Essential
Experience:		
	Experience of SEND, Social Care or Health support services or experience of delivering change management or service improvement/efficiency projects in a Social Care or Health setting.	Essential
	Experience in managing relationships with internal customers, external partners, and stakeholders.	Essential
	Experience of producing complex reports with clear and detailed analysis. Experience of collating information analysing data to producing reports, strategies and briefing papers.	Essential
	Experience in business process analysis and re-design.	Essential
	Track record in designing and delivering effective stakeholder engagement and consultation.	Essential
	Experience of market development reflective of evolving need.	Essential
	Experience of effective implementation of change and how to manage people through change as a result of changes to commissioning.	Essential
	Experience of undertaking the analysis and interpretation of complex data from a variety of sources.	Essential
	Experience of contract management and managing provider failure	Essential
	Experience of managing complex budgets and financial management.	Essential
	Experience of commissioning and/or procuring services, taking a lead role on activity in the commissioning cycle, for example commissioning intention development, service specification development, contract negotiation, service review.	Essential
	Experience of negotiation and influencing stakeholders including colleagues, providers, external partners and children, young people and families.	Essential
	Experience of applying knowledge of relevant legislation in the development and implementation of service specification standards and related performance reporting.	Essential
	Experience of the development and delivery of performance management frameworks to ensure service improvement and effectiveness.	Essential
	Experience in the provision and presentation of information across a variety of software	Essential

	applications including Microsoft Word, Excel, PowerPoint	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

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 ☐