



Job Description

Job Title: Commissioning Manager, Strategy & Commissioning Quality & Performance

POSCODE: 2591

Grade: M

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Main Accountabilities

Reporting to the Service Manager and / or the Strategic Manager for the Commissioning and Strategy function of Northamptonshire Children's Trust (NCT), this department oversees all internal and external commissioned services. They will ensure that services are meeting the specified outcomes identified within the NCT Business Plan and further, deliver improved outcomes for children and their families.

To take the lead and deliver evidenced based services for vulnerable children and young people, and their families. To ensure the development and maintenance of high-quality evidence based services commensurate with the principles of best value which meet the identified local need in line with nationally and locally agreed strategic priorities.

Main Accountabilities	
1	To design, develop and deliver commissioned services to meet the expected requirements and outcomes of the NCT Business Plan.
2	To work with the national and local strategic policy and priorities for children and their families ensuring that all commissioned services realise best value and improved outcomes for children and young people, meeting all statutory and regulatory expectations.
3	To introduce and maintain a detailed local analysis of need which informs the JSNA, providing a clear understanding universal and thematic profile of vulnerable children and their families in Northamptonshire alongside evidenced based interventions and solutions. Provides information to People Commissioner as required.
4	To address Northamptonshire's Sufficiency duties, ensuring that services are commissioned to meet statutory and local requirements so that services are matched to need.
5	To ensure that all contracts are managed and reviewed against their Service Level Agreement and Key Performance Indicators. Ensuring that all contracts are monitored, reviewed and assessed on a regular basis in accordance with the Quality Assurance Framework. Providing regular performance reports and analysis of contracts, including the identification of any risks to provision or the local authority.
6	To map local services and identify any gaps in service provision; to work with local and national third parties to identify solutions to such gaps; matching needs to services.

7	To identify third party funding opportunities and partnership arrangements to exploit the available resources for Northamptonshire.
8	To ensure that the views of children and young people and their families are engaged in appropriate consultation and engagement events in order to inform service developments.
9	To undertake other duties as required within the broad scope of this role.

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 level education	Relevant or associated discipline	Essential
Management Studies e.g. PgCMS, PgDMS, MBA	Management Studies	Desirable

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

Identify	Details	Essential/Desirable
Knowledge:		
Children's Services	Good understanding of Children's Services. Knowledge of current legislation and national initiatives.	Essential
	Solid experience of the commissioning cycle and strategic frameworks to manage services.	Essential
	Detailed knowledge of the Government's agenda for modernising Children's Services.	Desirable
	An understanding of a local authority's sufficiency duties for Looked After Children, Early Years and other vulnerable cohorts. Experience in the strategic development of services in Children's Services.	Desirable
Skills:		
	The ability to forge and maintain solid working relationships with internal and external partners. Solid operational project management skills.	Essential

	Excellent written and interpersonal skills. Able to produce clear reports detailing complex situations, able to present with clear analysis and recommendations. Solid presentation skills - able to present at all levels and gain buy-in to change.	Essential
	Competent in the design and development of information systems and aptitude to utilise information technology. Solid budget management skills, able to manage complex budgets including the delivery of management controls for expenditure.	Essential
Experience:		
	Experience of working in a commissioning environment at a strategic and operational level with public, private and voluntary sector organisations.	Essential
	Ability to form and sustain relationships with internal and external colleagues and service users. Ability to establish and develop monitoring systems for the continuous development of services.	Essential
	Ability to risk assess whilst effectively developing and managing services and strategic priorities. Ability to liaise and negotiate effectively with a range of organisations and departments, service users and carers.	Essential
Disclosure Level		

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