

Job purpose and person specification

Job Title:	<u>Commissioning Manager</u>
Service:	<u>Commissioning</u>
Grade:	<u>P3</u>
Reports To:	<u>Senior Commissioning Manager</u>

Job Purpose

To take responsibility for the efficient and effective operation of the SEND commissioning function. This will include market shaping and management, needs analysis, development of sustainable commissioning strategies/intentions, stake-holder engagement/consultation, contract management and performance of placements.

To work as part of the SEND commissioning team, supporting the delivery of the Council's priorities, initiating and managing change, and working across the Council, and with other partner agencies to ensure a focus on continuous improvement, innovation, creativity and best practice.

To work with providers to promote cost effective working relationships and maximise the opportunities to enhance service provision, customer experience and positive outcomes for service users and their carers/families.

To actively promote and develop effective partnerships amongst all stakeholders to ensure the effective delivery of commissioning plans.

To lead the commissioning of services within Children's Cambridgeshire Commissioning, including the achievement of specific local and national targets, delivery of savings programmes and implementation of agreed plans to support these initiatives.

Develop a strategic and evidence-based approach to commissioning, understanding the organisation's priorities and assessing a range of policy and service delivery options to maximize benefit and realise outcomes.

The post holder holds strategic accountability for the commissioning of system-wide responses to meet the needs of citizens.

Principal Accountabilities

Leadership and Partnership working

Promoting effective partnership working amongst key partner agencies working with service users, ensuring that there are effective safeguarding arrangements in place as part of the commissioning process.

Providing leadership within the organisation and across the wider partnership, embedding a performance culture that inspires a sense of purpose and celebrates cultural diversity and challenges discriminatory practices.

Ensuring the principle of co-production is adopted wherever possible; and that the voice of service users, communities and other key stakeholders influence the strategic design, performance management and review of our commissioned offer.

To ensure the demands of the service are met, a requirement of this role is to provide emergency support during weekend and bank holiday periods.

Developing and Implementing Commissioning Strategies

Taking the lead role in the development of commissioning strategies, which will include the development of joint strategies with other agencies.

Supporting the Senior Commissioning Manager and Head of Service in building and maintaining effective partnerships with, and between local statutory and voluntary organisations, as well as the independent and private sector to embed joint approaches in meeting the needs of service users with a range of vulnerabilities and needs.

Ensuring that all commissioned services/functions are delivered within and to budget and meet identified and agreed savings targets.

Ensuring that the strategic approach to the commissioning of services, delivers sustained improvements in performance as demonstrated by measurable outcomes based on, where possible, reduced levels of dependency, increased levels of choice and control by service users in line with their needs, whilst evidencing value for money.

Leading on the development of a range of options appraisals in order to assess the most suitable means of delivery and the production of business cases to support this.

Supporting the Senior Commissioning Manager and Head of Service in the strategic planning and development of services for service users, including supporting the work of the various partnership boards and placement panels.

Performance and Quality

Accountable to the Head of Service for the monitoring of performance against agreed standards/KPIs and responsible for taking remedial action to improve where required.

Supporting continuous and meaningful engagement with practitioners/clinicians and other professionals to inform strategy and drive-up quality, service design and resource allocation.

Developing innovative contracting approaches to achieve positive outcomes for service users, carers and communities, including optimising the use of new/enhanced technologies that are proven to improve outcomes.

Ensuring that all commissioned service provision is appropriately quality assured and contract monitored, including the monitoring of the financial performance of services including the early identification of financial risk/pressures.

Taking the lead role in dealing with disputes with commissioned providers.

Maintaining effective relationships with the Care Quality Commission/Ofsted to promote the sustained delivery of high-quality service provision. To be the lead for any audit or inspection processes within the designated portfolio of services. Investigating and responding to complaints from external/internal agencies as required.

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Leading Strategic/Future Commissioning

Supporting the implementation of strategies which will involve developing models for future service delivery.

Develop specifications in conjunction with providers, service users and carers. Set up and manage pilot projects identified through this process.

Liaising with other commissioning staff both within Cambridgeshire County Council and elsewhere to develop opportunities for joint commissioning initiatives within, and across area boundaries.

Producing and present reports to various decision making/governance boards, leading, and managing partnership networks and groups that influence the development of broader strategies.

Procurement/Market Management

Working closely with operational and procurement colleagues develop appropriate procurement approaches, undertake market analysis and development, and support the Directorate to manage provider failure, be that on a breach, suspension or termination of contract.

Supporting the Head of Service in the strategic and operational response to large scale provider failure.

Team Management

Managing the SEND Access to Resources Team (ART) and a Commissioning Officer, supporting their development and potential whilst adhering to the Council's policies and best practice at all times.

Taking the lead strategic accountability for:

The on-going review of commissioned and in-house services in terms of their effectiveness and value for money.

Market engagement, mapping, shaping and development.

Ensuring that SEND education placements for Independent Special Education Provisions (ISEPs) and Out of School Tuition (OoST) is commissioning effectively and compliantly. Including oversight of due diligence practices.

Deputise as required.

Job Knowledge, Skills and Experience

Minimum levels of qualifications and/or equivalent experience required for this job

Qualifications Required	Subject	Essential / Desired
Relevant professional qualification or education qualification or equivalent to NVQ level 4, HNC, HND or bachelor's degree		Essential

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

Knowledge and Understanding	Describe	Essential / Desirable
	Thorough and up to date understanding of legislation underpinning commissioning work	Essential
	Thorough knowledge of legislation, statutory regulations and Government	Essential

	guidance and standards relevant to commissioning	
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Skills	Describe	Essential / Desirable
	Ability to deliver outstanding practice and have the ability to support others to do the same.	Essential
	Excellent interpersonal and facilitative skills	Essential
	IT literate with a good working knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint	Essential
	Excellent written and oral skills	Essential
	Ability to build effective working relationships with a diversity of individuals and groups	Essential
	Promotes a positive and professional image of service	Essential
	Works to the highest standards, demonstrating resilience to pressure and retaining professionalism at all times	Essential

Experience	Describe	Essential / Desirable
	Experience of procedure, practice development and implementation	Essential
	Demonstrable experience within a previous commissioning setting	Essential