



Job Description

Job Title: Head of Commissioning and Transformation

POSCODE:

Grade: SM 1

Overall Purpose of Role

To lead the development and implementation of a strategic commissioning strategy to deliver good quality, safe and value for money support services that supports the key priorities within the Trust.

To lead strategic and operational commissioning, including jointly with partners, to enable children and families to have positive experiences and outcomes; and to achieve good value for money.

Lead responsibility for the development and delivery of a Transformation Programme and Infrastructure Framework within the Trust which supports the efficient and effective delivery of its contracted responsibilities via the Service Delivery Contract. Working with key stakeholders on the delivery of Joint Transformation programmes.

To lead the brokerage function within the Trust, working closely with key stakeholders and develop relationships with key providers and partners including Health, Adults and Education to ensure effective and efficient Joint Commissioning arrangements.

Main Accountabilities

1	To lead a group of commissioning managers and officers, brokerage officers and support staff. Co-ordinating, developing and implementing sufficiency and commissioning strategies (including joint commissioning strategies) and business plans for the service area, in accordance with NCT objectives, improvement, efficiency and transformation plans, systematically reviewing progress against these plans to ensure timely delivery. The overall responsibility for ensuring the organisation meets its statutory duty with regards to sufficiency sits with the AD for Belonging.
2	To establish, develop and manage Trusts Programme Management Office, the purpose of which is to develop an infrastructure that will effectively and efficiently support the establishment, resourcing, delivery, assurance, monitoring and reporting

	of programmes that will deliver the Trusts business plan, priority programmes, and Medium Term Financial Plan. Provide leadership of all strategically identified corporate transformation programmes/projects from inception, delivery to closure, supporting across the lifecycle of project/programme delivery and benefits realisation.
3	To take a lead role in developing effective commissioning partnerships, exploring and developing opportunities for the integration of services for the benefit of children and families and to improve cost effectiveness.
4	Be responsible for ensuring effective portfolio management and programme support is in place, optimising the use of the programme management office to support all transformation change projects/programme. Ensure there are clear cases for transformation and credibility with respect to costs, benefits, resourcing, timescales, governance, risk management and organisational capacity and that projects/programmes are delivered on time and budget
5	To take a lead role in ensuring that the service undertakes all aspects of the commissioning cycle effectively and to a high standard, providing training and development within and outside the service as required.
6	To manage, allocate and monitor staffing and commissioning budgets and to deliver the agreed commissioning strategies and business plans to achieve value for money services in accordance with the NCT plans, contract procurement regulations, financial regulations and relevant codes of practice. The overall accountability for the placement budget is with the SLT
7	To monitor and report the delivery of Joint transformation projects and the development of the Medium-Term Financial strategy as part of the development of annual contract sum process
8	To recruit, lead, develop and motivate staff, appraise their work and ensure the preparation of staff development plans and workforce plans that will contribute to achieving a high standard of performance.
9	To ensure ongoing analysis of all data relating to commissioned and brokerage services, including monthly and quarterly reports. Preparation and presentation of reports to SLT, Resources and Governance boards.
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	Degree level qualification or equivalent experience in a relevant business area	Essential

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

Identify	Details	Essential/Desirable
Knowledge / Experience:		
Children's Services Legislation	Detailed knowledge of the legislation that underpins the delivery of relevant children's and knowledge and experience sufficient to meet the requirements of external regulators,	Essential
Commissioning Process	Knowledge of commissioning cycle and associated procurement processes	Essential
Programme Management	Significant experience of developing and managing complex programmes of work in a politically sensitive	Essential
Skills		
Budget Management	Extensive experience of managing budgets and achieving efficiencies in service delivery whilst managing service improvement and achieving value for money.	Essential
Programme Management	Substantial experience of overseeing and monitoring a varying programme of work and workstreams. Managing conflicting priorities and ensuring delivery to timescales and budget	Essential
Negotiation and effective working with Partners and Providers	Evidence of strong working relationships with partners, providers and stakeholders	Essential
Communication	They must be confident and articulate with report writing and verbal reasoning, sufficient to write and present reports to a range of stakeholders, including those at a senior level.	Essential
Experience		

Management experience	Broad work experience over a range of management roles in children's services, Ability to understand and work across a complex system with diverse and conflicting interests, and the ability to work within and manage, lead and develop teams and individuals.	Essential
Innovative approach	They must demonstrate an innovative approach to commissioning, service design and delivery using resources creatively and flexibly, and an ability to work effectively with customers and carers.	Essential
Change Management	Extensive experience of managing staff groups through change programmes	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	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	<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 type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>