**Job Description**

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| Job Title: Senior Commissioning Manager (CIC) |
| Job number |
| Grade: P4 |

**Overall Purpose of the Job purpose of the job**

To lead on the operational commissioning and contract management of a range of services for Cambridgeshire County Council to prevent escalation of need, promote independence and ensure appropriate specialist services are commissioned in relation to:

* Children in Need
* Children in Care
* Children with an EHCP
* Vulnerable Children and Young Adults
* Carers

This will include working alongside internal and external stakeholders across the system and he management of resources to deliver value for money, provision of high quality services and system based approaches in meeting need.

# Main accountabilities

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|  | **Main accountabilities** |
|  | To lead on the delivery of commissioning intentions and the sufficiency strategies through ensuring appropriate needs analyses, planning arrangements, services specifications, contract management arrangements, performance and quality monitoring arrangements and evaluation processes are undertaken, and ensure key roles therein are identified as accountable for this |
|  | To provide day to day constructive challenge and market testing evidence to establish whether customer experience can be improved, better outcomes can be achieved and whether demand can be managed or costs reduced through adopting different commissioning approaches and/or delivery models |
| 1. . | To line manage a number of commissioning managers and/or contract managers to ensure resources are allocated in a way which meets needs and ensures the team is operating within legislative requirements, as well as adhering to the corporate procurement policy and contracts regulations |
|  | To ensure the establishment of a best practice approach to contract and performance management of allocated contracts to ensure quality, deliver value for money and manage the market. The post holder will also be expected to work in partnership with the Access to Resources teams, Operations and Safeguarding functions to proactively ensure that quality standards are maintained and implement a seamless approach to the management of provider failure and serious safeguarding concerns |
|  | To work in partnership with all colleagues across Commissioning, the Access to Resources teams, Operations, Procurement, Safeguarding and Corporate Services to operationalise and continuously review/improve seamless provision and commissioning of services. This could include management of resource allocation through appropriate panels and ensuring a best practice procurement approach is progressed |
|  | For selected commissioned services, ensure that all opportunities for optimising efficiencies across service boundaries are maximised be that with Local Authorities and external agencies (ICB/other Local Authorities/District Councils/Voluntary Community Sector/Independent provision) |
| 7 | To establish necessary professional relationships with both internal and external stakeholders in order to maximise opportunities to deliver quality and efficiencies and promote effective change across the system. This will include development, delivery and review of provider forums, panel processes and funding arrangements. |
| 8 | To report to various Boards / Panels Committee/Cabinet and external organisational forums as appropriate, in Key areas of commissioning strategy, tender processes, amendments to current contractual arrangements including expenditure, reviews and progress updates |
| 9 | To play an active role in supporting delivery of services across the Directorate as part of the departmental management team |
| 10 | To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs |

**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 required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| First Degree or Equivalent qualifications |  | Essential |
| Social Work Qualification |  | Desirable |

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

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Commissioning, Contracts Management and Procurement | Understanding of key government drivers and the change agenda directly affecting strategic development and provision of children’s social care services and/or services to children in need and children and young people with an EHCP  Understanding and experience of applying current legislation, policy and guidance through commissioning and contracts  Understanding of best practice and innovative approaches in applying the principles and practice of commissioning, procurement, contract management and safeguarding | Essential |
| Leadership and Management | Knowledge and experience of managing a multidisciplinary Commissioning team  An understanding of navigating large, complex organisations and the challenges this raises in respect of political, financial and legal arenas  Knowledge of performance measures and evaluation methodologies | Essential |
| Change Management | Knowledge of commissioning successful service transformation involving cultural and behavioural change and organisational development  Knowledge of applying effective stakeholder management and engagement techniques in the management of change including involvement of service users in service development, design and delivery | Essential |
| Partnership Working and Collaboration | Knowledge of developing commissioning strategies and/or contract management approaches delivered through effective and successful partnership working | Essential |
| Health and Safety | Knowledge and appreciation of health and safety legislation and how it relates to work of the children’s social care commissioning service | Essential |
| Local Authority | Broad knowledge of Cambridgeshire County Council, including political sensitivities and cultures.  Understanding of the broad spectrum of internal and external partners needing to be engaged with throughout the commissioning cycle  Understanding of best practice in resource allocation approaches | Desirable |
| **Skills** |  |  |
| Leadership and Management | Proven ability to deliver strong operational leadership approaches  Ability to motivate and manage a number of individuals to secure major change and development  Ability to develop and motivate colleagues and partners in relation to service development through to delivery against common goals and objectives | Essential |
| Strategic Thinking and Approaches | Strong organisational and planning skills, coupled with the ability to manage a range of differing priorities and issues  Ability to think strategically across organisational, function and individual boundaries, whilst understanding complex issues and their interdependencies and offer appropriate solutions/recommendations  Strong analytical skills and the ability to process information and intelligence to inform service delivery and improvement | Essential |
| Partnership Working and Collaboration | An ability to work in partnership with other agencies to design and deliver services effectively  An ability to deliver collaborative working arrangements between agencies and teams | Essential |
| Communication | Ability to communicate effectively with a diverse range of stakeholders and partners  Strong and effective communication skills including report writing, presentation and interpersonal skills within different environments  Evidence of ability to establish productive working relationships quickly | Essential |
| Decision Making | Ability to constructively challenge and make informed recommendations which can be substantiated | Essential |
| Commercial Awareness and Negotiation Skills | Evidence of negotiation skills to deliver best value for money whilst improving outcomes  Commercial and financial understanding in context of commissioning and contract management | Essential |
| **Experience** |  | Essential |
| Commissioning and Management | Experience of commissioning services gained within local government  Experience of managing teams within the public sector and motivating them to deliver  Experience of performance management (including management of poor performance) | Essential |
| Change Management | Experience of managing change and of using management information to analyse and improve service performance | Essential |
| Budget and Resource Management | Experience of delivering within complex, needs led budgets and prioritisation of resource allocation within a set of allocated service areas  Experience of effectively managing resource allocation via panel processes | Essential  Desirable |
| Partnership Working and Collaboration | Experience of establishing effective working links with internal and external agencies including development and management of partnership boards and provider forums | Essential |
| Project Management | Experience of successfully applying project management methodologies to deliver service improvement and change within agreed time, costs and quality targets | Desirable |
| 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  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults | Essential |

**Disclosure level**

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| What disclosure level is required for this post? |  |  |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| 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 |