

Job Description and Person Specification

Role: Senior Commissioning Officer



Job Description

Job Title	Senior Commissioning Officer
Grade	8
Service	Children's Commissioning and Partnerships
Reports to	Operational Lead Commissioning and Partnerships
Location	One Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To work across Children's Services and Public Health to support the DfE funded Family Hubs project. The role will provide commissioning support to the project which will include supporting the needs analysis including data analysis and evaluation; market development and establishing contracts as required, developing specifications, awarding contracts and monitoring activity. The role will be flexible to be able to support any commissioning changes identified within the project. The post will be matrix managed, working to support commissioning for Early Help across Children's Services and Public Health as well as any commissioning work that develops as the Family Hubs project embeds, co-ordinating with the project manager and Lead Early Help Manager overseeing the project.

Main Duties & Key Accountabilities

Core Knowledge

- Take a lead responsibility for commissioning services for children and their families and implementing sustainable contracting arrangements with a wide range of providers across Coventry.
- Work with key stakeholders and service users to understand need and demand and develop innovative and cost-effective service models which meet identified needs.
- Lead on the development of strategies, including options appraisals, which lead to the provision of efficient and cost-effective services reflecting best practice.
- Work with colleagues from Children's Services, Public Health, health, education, service providers, children and their families to develop outcome-based service specifications to meet needs, ensuring that value for money and measurable quality outcomes are defined.
- Lead on the implementation and development of pro-active and responsive quality assurance processes across commissioned services, including responding robustly to concerns.
- Lead the commissioning developments of the Family Hubs project and other Early Help requirements, utilising project management processes/ techniques.

- Work on projects with Council services, health organisations, education, voluntary and independent providers as required to support the implementation of the Family Hubs project e.g. market engagement, consultation exercises, service design, pathway development, service level agreements.
- Lead on the procurement, evaluation and review of commissioning/contract arrangements, including pricing and quality outcomes. This will include developing, negotiating and awarding contracts and service level agreements that comply with the required organisational policies and relevant legislative requirements.
- Manage and ensure contract compliance across commissioned provision through effective communication with operational staff, procurement staff and other internal and external agencies. Liaise with Family Hubs project manager and Lead Early Help Manager to report on contract compliance and performance.
- Ensure that quality assurance systems, commissioning/contract processes and documentation are developed, regularly reviewed, and continuously improved in line with legislation and best practice. This will include devising and implementing flexible and robust contractual arrangements with a range of providers.
- Work proactively with stakeholders/providers to develop effective working relationships to ensure a robust, flexible and sustainable service offer to meet the outcomes of the Family Hubs project and effectively support children and their families.
- Work with Children's Services and Public Health operational teams/stakeholders to provide technical advice, support and guidance in support of initiatives/developments to support the implementation of the projects associated with the delivery of the Family Hubs project.
- Take responsibility for self-development and keep abreast of and advise on the implications of national and local policy initiatives, ensuring familiarity with legislation, research, specialist advice, innovative service models and best practice, and use this information to help inform and develop services locally.
- Provide Family Hub project leads, senior officers, elected members and other relevant stakeholders with information to enable them to make informed decisions regarding the development, implementation and improvement of services.
- Prepare high quality reports to inform decision making and project progress. Attend and where required chair working groups, committees and other internal or external meetings.
- Provide support, and lead where required, in the preparation, management and monitoring of budgets.
- Lead negotiations and communications with providers relating to fees and contractual terms and conditions.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Service providers, Health providers such as Acute Trust, partner agencies such as ICB	Internal Colleagues in Early Help, Children's Services, Adult Services, Public Health, Procurement/Legal and other relevant Council departments
--	---

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: None currently
--

Person specification

Job Evaluation Code	
Knowledge	
Detailed knowledge and understanding of the legal, policy, political and financial framework within which the local authority operates.	
Detailed knowledge of the current national and local agenda, relevant legislation, and statutory requirements, particularly in relation to Early Help and Family Hubs, and their implications for the commissioning of services.	
Knowledge and understanding of commissioning services for children, young people, and their families in a culturally diverse environment, including assessment of need, specification, monitoring, review, and evaluation of services.	
Knowledge of outcome-based commissioning, developing outcome-based service specifications and the monitoring of outcomes.	
Knowledge of contractual processes, tendering, monitoring, review, and evaluation of contract compliance.	
An awareness of a range of consultation mechanisms and their value in application.	
Knowledge of performance management and quality assurance in improving outcomes for children, young people and their families.	
Understanding of and a commitment to equal opportunities in a commissioning context	
Skills and Abilities	
Ability to lead and manage complex commissioning activities and processes and develop services to meet the diverse needs of children, young people, and their families.	
Ability to develop and maintain working partnerships with external agencies, service providers, Council services, and children, young people, and their families in order to develop and secure services.	
Highly developed negotiating skills with demonstrable ability to negotiate and communicate with service providers in relation to cost and quality issues, both individually and in wider meetings.	
Ability to assess and robustly manage quality and safeguarding concerns and identify, mitigate, and manage risks relating to commissioned services.	
Ability to set standards for, monitor and evaluate services and do so within a framework of equal opportunities.	
Ability to lead and manage staff and teams, including multi-agency project teams.	
ICT skills, including word processing, spreadsheet, and database use.	
Ability to interpret complex information and produce high quality, clear, concise reports and written communication to meet tight deadlines.	
Able to communicate clearly and effectively, both orally and in writing, with a range of audiences, including providers, children and young people, senior managers, and elected members.	

Able to gather, analyse and summarise a range of service and performance data.
Highly developed organisational skills with an ability to work under pressure and manage priorities flexibly to manage projects to time, quality and budget.
Ability to undertake financial and service planning and manage budgets effectively
Ability to engage stakeholders and children, young people, and their families in a range of consultative processes to aid the development of quality services.
Ability to develop and manage service user consultations and participation processes to ensure appropriate services are commissioned.
Able to influence service development in services for which the post holder has no direct management accountability.
Experience
Significant experience of leading and managing a range of commissioning processes including implementing a commissioning cycle, needs assessment, options appraisal, writing specifications, tendering services, implementation, monitoring, review, and evaluation of contract compliance.
Experience of successfully managing change in service delivery to achieve improved outcomes and value for money.
Significant experience of leading, managing and supervising staff and teams to deliver complex tasks.
Significant experience of responding to quality concerns in services, including risk assessment and safeguarding procedures
Experience of driving service modernisation and continuous improvement
Experience of policy analysis, development and implementation
Experience of managing a project to deliver agreed outcomes
Experience of participating in multi-agency working and working across organisational boundaries
Significant experience of interpreting complex information, developing proposals and delivering clear messages in both written and verbal form
Qualifications
O Level / GCSE equivalent – Maths and English at Grade C or above
Graduate level education desirable or equivalent experience in this area of work
A commissioning qualification and/or evidence of commissioning experience for a range of services.
Evidence of continuing personal development and commitment to learning
Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	05/04/23	Date Reviewed	April 2024
---------------------	----------	----------------------	------------