

Job Description and Person Specification



Job Description

Job Title	Commissioning Officer
Grade	7
Service	Children's Commissioning
Reports to	Commissioning Team Manager
Location	Broadgate House
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 Priorities: Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

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

To work as part of the Children's Strategic Commissioning Team, and in partnership with stakeholders, to lead on the delivery of a range of commissioning projects for looked after children which meet identified needs and deliver value for money. To ensure robust systems for the effective implementation and delivery of commissioned services and ensure that services meet the required quality standards.

Main Duties & Key Accountabilities

1. Take a lead responsibility for managing and facilitating the commissioning of a wide range of services for children and young people in accordance with national standards, legislation, and relevant policy.
2. Implement sustainable contracting arrangements and ensure services meet the required quality standards and deliver outcomes for children and young people.
3. Work with key stakeholders and service users to analyse need and demand, understand market trends, identify gaps and develop innovative and cost-effective service models which meet identified needs.
4. Lead on the development of strategies, including options appraisals, which lead to the provision of efficient and cost-effective services reflecting best practice and de-commissioning existing services where appropriate.
5. Liaise with operational staff, health professionals, service users and providers to draw up service specifications to meet need, defining best value and measurable quality outcomes and ensuring services are provided in an efficient and cost-effective manner that is consistent with good practice.
6. Ensure that the voice of children, young people and families/carers are at the heart of the commissioning and review of services through effective mechanisms for involvement and consultation.
7. Manage and ensure contract compliance across contracts through effective communication with contract officers, operational staff, procurement, legal and other internal and external agencies.
8. Lead on the evaluation and review of contract arrangements and on negotiations and communications with providers relating to fees, contractual terms and conditions and quality outcomes.
9. Work within relevant commissioning and procurement processes, working closely with procurement and legal services and preparing or overseeing the production of relevant reports to ensure compliance with governance arrangements and other statutory/legislative requirements.
10. Have specialist and up to date knowledge of national and local policy initiatives, legislation, regulations, guidance, and best practice issues including safeguarding in respect of services for looked after children and use this information to help inform and develop services.

11. Work proactively with providers to develop effective working relationships and manage the market to ensure a robust, flexible, and sustainable economy of services and support.

12. Provide senior officers, elected members and other relevant stakeholders with information to enable them to make informed decisions regarding the development and improvement of services.

13. Prepare high quality reports to inform decision making and attend and where required chair working groups, committees and other internal or external meetings.

14. Provide support and lead where required in the preparation, management and monitoring of budgets.

15. Any other duties and responsibilities within the range of the salary grade.

16. The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

17. The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to interfere with intentionally or recklessly or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

18. The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be

being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars 18 Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Key relationships

External Post holders will need to build good relationships with external providers who deliver services on behalf of Coventry City Council.	Internal Post holders will need to work with a range of stake holders including Procurement, Finance, Joint Commissioning, Placement Teams, and Public Health.
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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:

N/A

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 for social care services and their implications for the commissioning of services and specific legislation, regulations, guidance and good practice relating to looked after children (including Regulations and National Minimum Guidance for Fostering, Residential Care, Supported Accommodation).	
Knowledge and understanding of commissioning services for children and young people in a culturally diverse environment, including assessment of need, specification, monitoring, review, and evaluation of services.	
Knowledge of the range of services and provision for looked after children including fostering, residential and supported accommodation and other services such as advocacy.	
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 and young people.	
Understanding of and a commitment to equal opportunities in a commissioning context.	
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 for social care services and their implications for the commissioning of services and specific legislation, regulations, guidance and good practice relating to looked after children (including Regulations and National Minimum Guidance for Fostering and Residential Care).	
Skills and Abilities	
Ability to lead and manage complex commissioning activities and processes and develop services to meet the diverse needs of children and young people. · Ability to develop and maintain excellent relationships with a range of stakeholders, including operational services, education, health, providers, other local authorities and children, young people and families.	
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 communicate clearly and effectively both orally and in writing and produce high quality, clear and concise reports to tight deadlines and present information and advice to a range of audiences.	
Ability to use standard computer software packages including word processing, spreadsheets and database use.	

Ability to gather, analyse, interpret and summarise a range of complex service and performance data to identify trends and predict service requirements.
Highly developed project management, planning and organisational skills with an ability to work under pressure and manage own workload and priorities flexibly to manage projects to time, quality and budget
Ability to undertake financial and service planning and drive forward the value for money agenda in relation to services for children and young people
Ability to engage stakeholders and children and young people in a range of consultative processes and manage service user consultation and participation processes in order to ensure appropriate services are commissioned.
Ability to influence service development in services for which the post holder has no direct management accountability.
Experience
Of working within a health or social care environment with children and young people or other vulnerable people in an operational, commissioning or contract management role. · Of successfully managing change in service delivery to achieve improved outcomes and value for money.
Of analysing data and interpreting complex information, developing proposals and delivering clear messages in both written and verbal form.
Of responding to quality concerns in services, including risk assessment and safeguarding procedures.
Of writing complex reports and presenting information to a range of audiences including senior managers.
Of policy analysis, development and implementation.
Of successfully using a range of methods to influence and negotiate, including with suppliers and contractors to improving quality and value for money
Of managing a project to deliver agreed outcomes to time, quality and budget.
Of partnership working and building successful relationships across a range of different agencies and sectors
Of consulting with children and young people or other vulnerable people to develop and improve services.
Of working within a health or social care environment with children and young people or other vulnerable people in an operational, commissioning or contract management role. · Of successfully managing change in service delivery to achieve improved outcomes and value for money.
Qualifications
O Level / GCSE equivalent – Maths and English at a minimum of Grade C/equivalent
Graduate/evidence of continuing professional development, e.g. Diploma, Masters/other studies, etc.
Evidence of continuing personal development and commitment to learning.
Special Requirements
The post will include occasional working outside normal office hours including overnight stays a few times a year when visiting provision at a distance from Coventry.
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service check will be required prior to

appointment.

Date Created	December 2023	Date Reviewed	December 2023
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