

# Job Description and Person Specification

## Role: Operational Lead – Commissioning and Partnerships



# Job Description

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| <b>Job Title</b>           | Operational Lead – Commissioning and Partnerships |
| <b>Grade</b>               | SM2   |
| <b>Service</b>             | Children and Education                            |
| <b>Reports to</b>          | Strategic Lead                                    |
| <b>Location</b>            | Coventry  |
| <b>Job Evaluation Code</b> | H7104H  |



# 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

### Purpose of the role

Working to the Strategic Lead for Quality Assurance, Performance and Commissioning:

- Lead on strategic management and operational delivery of high-quality commissioning, procurement and monitoring arrangements for Children's Services, Public Health and the Coventry and Rugby Clinical Commissioning Group;
- Provide leadership and technical expertise in the commissioning and procurement of services;
- Lead on developing and supporting the implementation of policies, plans and strategies to meet the priorities of the Directorate and the objectives of the Children and Young People's Plan;
- Lead on building and sustaining good relationships with partners across the city, including the voluntary and community sectors.
- Budget Holder for a range of commissioning budgets

## Main Duties & Key Accountabilities

### Core Knowledge

- To have overall responsibility for the strategic management and operational delivery of high-quality commissioning, contracting and procurement of services for the Children's Services, Public Health and the Clinical Commissioning Group.
- Lead and direct the work of commissioning teams to achieve City Council and Health objectives to improve positive outcomes for children and young people in Coventry.
- Be responsible for providing direction to the WM Regional Commissioning Hub in consultation with the other WM Childrens' Services and Trusts and oversee the implementation of the WM regional commissioning work plan.
- Provide strategic direction on the commissioning, procurement, contracting and quality assurance of services for children and young people across the city. This is to cover commissioning both for the local authority as a single agency and joint commissioning through the joint posts shared with Clinical Commissioning Groups.
- Lead on the production of robust needs analyses which inform strategic planning and commissioning activity.
- Ensure that commissioning arrangements deliver sustainable value for money and meet corporate objections.
- Lead on effective market management and market development including engagement with providers at the relevant forums to ensure value for money and high quality, outcomes-focussed provision.
- Lead the continued development of robust monitoring, evaluating of service provision and the quality assessment functions.
- Ensure the successful delivery of contracts that meet service users needs, adhere to all relevant EU legislation and good practice, value for money and commercial probity.

- Work collaboratively and identify opportunities for improving outcomes and achieving value for money services by commissioning at sub-regional or regional level where appropriate.
- Lead on the development of strong and effective partnership working across agencies, including partners on the Joint Commissioning Board and with key stakeholders, including the senior managers in the NHS, health providers, other statutory agencies and the voluntary and community sectors.
- Lead on the strategic planning for children's services across agencies and on the development of shared strategies, policies, processes and governance arrangements to enable joint working and commissioning.
- Lead strategic planning and delivery of other key multi-agency strategies.
- Lead on the production of self-assessments which contribute to continuous improvement across Children's Services.
- Lead on sufficiency planning and commissioning of children's placements to ensure that children's needs are met.
- Ensure that participation and engagement of children, young people, parents and carers and is key to determining, planning and evaluating services.
- Oversee the delivery of the Professional Support Service
- Maintain an awareness of best practice and innovation within designated areas of responsibility and promote ways of improving service quality and value for money
- Lead, plan, allocate and control designated budgets in accordance with financial procedures, ensuring the optimum use of available funding and the achievement of value for money.
- Exercise with due diligence any powers delegated to the post holder in accordance with the Council's constitution, policies and procedures.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

| External | Internal |
|----------|----------|
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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:

Commissioning Team Manager

Joint Commissioning Manager

Senior Commissioning Manager (Public Health)

Team Manager, WM Regional Commissioning Hub

Business Manager, Professional Support Service

# Person specification

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| Job Evaluation Code  | H7104H |
| <b>Knowledge</b>   |        |
| Expert knowledge of public sector commissioning and procurement processes including procurement legislation, and safeguarding legislation and practice.  |        |
| In-depth understanding of the policy and legislative framework relating to children's services   |        |
| In depth understanding of the commissioning and procurement context for children and young people's services and the priorities and processes of health partners   |        |
| Knowledge of performance management and continuous improvement   |        |
| Knowledge of governance and best practice relating to commissioning, partnerships, joint working and children and young people's involvement and engagement  |        |
| Knowledge and understanding of the children's services system (ie services across health, education, social care and private and voluntary sectors, adult services).   |        |
| Equal opportunities legislation, policies, developments and initiatives  |        |
| <b>Skills and Abilities</b>  |        |
| Leadership skills with the ability to articulate a vision for delivery and to command loyalty and commitment to the vision.  |        |
| Ability to measure, analyse and understand service user needs and commission services for one or more client groups  |        |
| Ability to develop plans and strategies, using a range of evidence and data  |        |
| Ability to manage large budgets for commissioning/contracting/delivery, effectively profiling spend and managing within resources on behalf of the city council and other organisations  |        |
| Ability to develop trusting and productive relationships with individuals and groups, including health partners and third/independent sector organisations   |        |
| Well-developed ability to lead and manage development and change programmes for which the post holder has direct management accountability and to influence development in areas for which the post holder has no direct management accountability |        |
| Highly developed negotiating skills with the ability to manage relationships with senior managers, members/Boards and staff from health and social care.   |        |
| Ability to work across the children's services system ie the totality of services across health, education, social care, PVI and adult sectors and make commissioning decisions which take the interrelationships between the sectors into account |        |
| Excellent written and verbal communication skills with demonstrable ability to communicate with staff at all levels, elected members, users and carers, confidence in public speaking and in promoting initiatives                                 |        |

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| Able to work effectively under personal and organisational pressure, prioritise and delegate appropriately and maintain the quality of work whilst under conflicting requirements.   |
| Able to challenge the performance of services both internally and externally   |
| <b>Experience</b>  |
| Extensive management experience in a relevant field, such as public sector commissioning, Adults or Children's Social Care or Health.  |
| Experience of work in multi-agency settings and with multi-disciplinary professionals to achieve change  |
| Developing strategies and plans across multi-agencies, establishing robust interfaces and efficient processes  |
| Establishing, managing budgets within allocated resources and development of business cases  |
| Experience of engaging children and young people and utilising learning/feedback and quality assurance effectively and meaningfully  |
| Policy analysis, development and implementation  |
| How to develop and sustain effective partnership working, building trust, and holding partners to account  |
| Successfully managing conflict to achieve outcomes   |
| Developing and implementing performance management processes   |
| <b>Qualifications</b>  |
| Substantial public sector/social care/health experience at a senior level and experience of involvement of children and young people   |
| Ability to work at post-graduate level, ideally a qualification in commissioning   |
| <b>Special Requirements</b>  |
| 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). |

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| Date Created | January 2014 | Date Reviewed | January 2021 |
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