

Job Description and Person Specification



Job Description

Job Title	Team Manager Children's Commissioning
Grade	9
Service	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 / Output

Within clear strategic objectives to manage the Children's Commissioning Team to commission a range of services which meet identified needs and deliver value for money, and to ensure robust systems for the effective implementation and delivery of commissioned services. To have specific responsibility for leading the strategic commissioning of services for Looked After Children.

Main Duties & Key Accountabilities

Core Knowledge

- To manage commissioning staff and resources to ensure effective commissioning of services for children and young people, in accordance with national standards, legislation and directorate policy.
- To have an overview of services for children and young people, including understanding needs, identifying gaps in provision, and contributing to the development of commissioning strategies resulting in the availability of services which meet identified needs within the context of value for money and best practice.
- To liaise with Children's Services staff, health professionals, service users and carers in order to draw up service specifications to meet needs, ensuring best value and measurable quality outcomes are defined; thereby ensuring services are provided in an efficient and cost effective manner and are consistent with good practice.
- In partnership with key stakeholders, take a lead on commissioning for Looked After Children including the assessment of need and demand, developing innovative, cost effective practice and service models
- To develop and manage the commissioning and procuring of services for Looked After Children; through informed multi agency needs assessment, service planning and through sustainable contractual arrangements with a wide range of providers
- To have specialist knowledge of legislation, regulations, guidance, policy and practice issues including safeguarding in respect of services for Looked After Children and to implement it in the commissioning of services.
- To work within the City Council's commissioning and procurement processes, working closely with Category Management Teams (Procurement), and preparing or overseeing the production of relevant reports to ensure compliance with governance arrangements, such as reports for Category Panel, Procurement Board and Cabinet.
- To devise, negotiate and award contracts and service level agreements that comply with the Authority's requirements and other statutory/legislative requirements, including but not limited to procurement and contract processes. Appropriate support services will be available for assistance.
- To act as a focal point for queries, variations and amendments to contracts.
- To be responsible for ensuring that quality assurance systems are in place for all commissioned services. Ensure that services are delivered that meet these requirements and professionally manage areas of contractual non-compliance, where standards fall below requirements.

- To take the lead role for quality assurance in relation to Looked After Children's services, including investigating and assessing concerns and complaints in relation to individual providers of services, management safeguarding issues where required and undertaking visits to provisions.
- To develop and implement information management and performance systems and procedures to ensure the effective implementation and monitoring of commissioned services, including contribution to the development of operational procedures where required
- To manage and ensure contract compliance across a range of contracts through effective communication with contract officers, operational staff and other internal and external agencies.
- To facilitate the purchase of services by Children's Teams; including undertaking assessments of individual spot purchased services and provision of appropriate information on the basis of these assessments.
- To have a lead role in the evaluation and review of contract arrangements, including pricing and quality outcomes.
- To work closely with other directorates and partner organisations, including health, voluntary and independent providers to find and implement innovative and strategic solutions to operational issues.
- To lead on the development of systems for the involvement of children and young people in the commissioning process, ensuring that feedback from young people and front line staff is included in planning and monitoring processes.
- To undertake the range of Human Resource management activities including recruitment, selection, performance management and development for a team of commissioners, and to take responsibility for self-development.
- To work closely with Finance officers to ensure the effective management of budgets and implementation of financial management systems.
- To be the responsible budget holder and have direct responsibility for the Looked After Children's contracts budget and the NEET service budget
- To keep abreast of, and advise on, the implications of national and local policy initiatives; ensuring familiarity with legislation, research and specialist advice and use this information to help inform and develop services locally.
- To represent CCC at regional operational commissioning meetings and forums and work jointly with other LAs and Children's Trusts within the West Midlands to develop regional frameworks and tenders to provide regional and sub-regional services.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal

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:

Senior Commissioning Officer,

Commissioning Officers

Contract Officers

Person specification

Job Evaluation Code	
Knowledge	
Detailed knowledge and understanding of the legal, policy, political and financial framework within which the local authority and NHS operate.	
Detailed knowledge of the current national and local agenda, relevant legislation and statutory requirements for Social Care and Health 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).	
Knowledge and understanding of commissioning services for Children & Young People 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.	
An awareness of a range of consultation mechanisms and their value in application.	
Understanding of and a commitment to equal opportunities.	
Knowledge of performance management and quality assurance in improving outcomes for Children and Young People.	
Understanding the issues and barriers associated with improving outcomes for Looked After Children	
Skills and Abilities	
Ability to lead and manage staff including multi-agency project teams	
Ability to lead and manage complex commissioning activities and processes	
Ability to develop and maintain working partnerships with external agencies, service providers, other Council service providers, and service users 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 manage quality and safeguarding concerns and risks relating to commissioned services	
Highly developed organisational skills with an ability to manage conflicting priorities and to meet deadlines, both in own workload and across the team.	
ICT skills, including word processing, spreadsheet and database use.	
Ability to set standards for, monitor and evaluate services and do so within a framework of equal opportunities	
Ability to write high quality reports and publications to tight deadlines and present information and advice to a range of audiences including senior management, Members and the public.	

Demonstrable ability to manage budgets effectively.
The ability to influence service development in services for which the post holder has no direct management accountability
Ability to develop and manage service user consultations and participation process in order to ensure appropriate services is commissioned.
Ability to drive forward the value for money agenda in relation to services for children and young people.
Experience
Managing and supervising staff
Managing commissioning and procurement processes in a health or social care setting
Managing and assessing quality and safeguarding concerns
Experience of complex negotiations
Experience of policy analysis, development and implementation.
Managing change effectively to improve outcomes in service delivery
Financial management
Managing a project to deliver agreed outcomes
Leading multi-agency working and working effectively across organisational boundaries.
Interpreting complex information, developing proposals and delivering clear messages in both written and verbal form.
Qualifications
Graduate level education desirable or equivalent experience in this area
Evidence of continuing professional learning and development

Date Created		Date Reviewed	