



Coventry City Council

## Job Description

<b>Job Title:</b>	Senior Commissioning Officer	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	062290
<b>Service:</b>	Children's Commissioning	<b>Grade:</b>	8
<b>Location:</b>	One Friargate		

### Job Purpose:

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, and to ensure robust systems for the effective implementation and delivery of commissioned services.

To have specific responsibility for commissioning SEND residential and day educational independent specialist placements and take the lead on quality assurance across all commissioned services, including managing Contract Officers and effectively responding to quality concerns with fostering, residential and supported accommodation providers.

### Main Duties and Responsibilities:

1. Take a lead responsibility for commissioning a wide range of services for children and young people and implementing sustainable contracting arrangements with providers.
2. Lead on the commissioning and contract management of SEND residential and day educational independent specialist placements for children and young people placed in local settings.
3. Work with key stakeholders and service users to understand need and demand 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, de-commissioning existing services where appropriate.
5. Work with social care staff, health, education, children and young people and providers to develop outcome-based service specifications to meet needs, ensuring that value for money and measurable quality outcomes are defined.

6. Lead on the implementation and development of pro-active and responsive quality assurance processes across commissioned services for looked after children, including responding robustly to concerns about individual placements and providers.
7. Lead and manage a team of Contract Officers and jointly with the Commissioning Team Manager undertake the range of Human Resource management activities including recruitment, selection, performance management and development.
8. Work on multi-agency projects with Council services, health organisations, education, voluntary and independent providers.
9. Lead on the evaluation and review of contract arrangements, including pricing and quality outcomes.
10. Manage and ensure contract compliance across contracts through effective communication with contract officers, operational staff, procurement staff and other internal and external agencies.
11. Ensure that quality assurance systems, contract processes and documentation are regularly reviewed and continuously improved in line with legislation and best practice.
12. 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.
13. Work with children's social care operational teams to provide technical advice, support and guidance in support of contracts. This will include devising and implementing flexible and robust contractual arrangements with a range of providers.
14. 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.
15. 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.
16. Prepare high quality reports to inform decision making and attend and where required chair working groups, committees and other internal or external meetings.
17. Provide support and lead where required in the preparation, management and monitoring of budgets.
18. Lead negotiations and communications with providers relating to fees and contractual terms and conditions.
19. Deputise for the Commissioning Team Manager and lead the team in his/her absence.
20. Any other duties and responsibilities within the range of the salary grade.
21. 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.

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

22. 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**

23. 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.

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

**Responsible for:** 3 x G5 Contract Officers

**Responsible to:** Commissioning Team Manager

**Date Reviewed:**

**Updated:** October 2019



Coventry City Council

## Person Specification

<b>Job Title:</b>	Senior Commissioning Officer	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	062290
<b>Service:</b>	Children's Commissioning	<b>Grade:</b>	8
<b>Location:</b>	One Friargate		

Area	Description
------	-------------

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Detailed knowledge and understanding of the legal, policy, political and financial framework within which the local authority operates.</li> </ul>
	<ul style="list-style-type: none"> <li>Detailed knowledge of the current national and local agenda, relevant legislation and statutory requirements for Children's Social Care including Regulations and National Minimum Guidance for Fostering and Residential Care and their implications for the commissioning of services.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge and understanding of the specific needs of children and young people who have Special Educational Needs and Disabilities.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of outcome-based commissioning, developing outcome-based service specifications and the monitoring of outcomes.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of contractual processes, tendering, monitoring, review and evaluation of contract compliance.</li> </ul>
	<ul style="list-style-type: none"> <li>An awareness of a range of consultation mechanisms and their value in application.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of performance management and quality assurance in improving outcomes for children and young people.</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of and a commitment to equal opportunities in a commissioning context.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to lead and manage complex commissioning activities and processes and develop services to meet the diverse needs of children and young people.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to develop and maintain working partnerships with external agencies, service providers, Council services, and children and young people in order to develop and secure services.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to assess and robustly manage quality and safeguarding concerns and identify, mitigate and manage risks relating to commissioned services.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to set standards for, monitor and evaluate services and do so within a framework of equal opportunities.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to lead and manage staff and teams, including multi-agency project teams.</li> </ul>
	<ul style="list-style-type: none"> <li>ICT skills, including word processing, spreadsheet and database use.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to interpret complex information and produce high quality, clear, concise reports and written communication to meet tight deadlines.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to gather, analyse and summarise a range of service and performance data.</li> </ul>
	<ul style="list-style-type: none"> <li>Highly developed organisational skills with an ability to work under pressure and manage priorities flexibly to manage projects to time, quality and budget both in own workload and across the team.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to undertake financial and service planning and manage budgets effectively</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to engage stakeholders and children and young people in a range of consultative processes to aid the development of quality services.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to develop and manage service user consultations and participation processes in order to ensure appropriate services are commissioned.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to influence service development in services for which the post holder has no direct management accountability.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Significant experience of leading and managing a range of commissioning processes for children or vulnerable people within a social care, education or health setting, including implementing the commissioning cycle, needs assessment, options appraisal, writing specifications, tendering services, implementation, monitoring, review and evaluation of contract compliance.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of successfully managing change in service delivery to achieve improved outcomes and value for money.</li> </ul>
	<ul style="list-style-type: none"> <li>Significant experience of leading, managing and supervising staff and teams to deliver complex tasks.</li> </ul>
	<ul style="list-style-type: none"> <li>Significant experience of responding to quality concerns in services, including risk assessment and safeguarding procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of driving service modernisation and continuous improvement.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of policy analysis, development and implementation.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of managing a project to deliver agreed outcomes.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of participating in multi-agency working and working across organisational boundaries.</li> </ul>
	<ul style="list-style-type: none"> <li>Significant experience of interpreting complex information, developing proposals and delivering clear messages in both written and verbal form.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>O Level / GCSE equivalent – Maths and English at Grade C or above.</li> </ul>
	<ul style="list-style-type: none"> <li>Educated to degree level and/or ability to perform at graduate level as evidenced through formal qualifications or work-based learning and experience</li> </ul>
	<ul style="list-style-type: none"> <li>A commissioning qualification and/or evidence of substantial experience of commissioning a range of services.</li> </ul>
	<ul style="list-style-type: none"> <li>Evidence of continuing personal development and commitment to learning.</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<ul style="list-style-type: none"> <li>• 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).</li> </ul>

**Date Reviewed:**

**Updated:**                October 2019