

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Commissioning Officer (SEND, Education and Health)	Grade: Link Grade PO5 – PO6
Section: Commissioning and Transformation Team	Directorate: Children's Services
Responsible to following manager: Commissioning and Transformation Lead – CLA, Care Leavers and Early Help	Responsible for following staff: N/A
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- This post is within the Commissioning and Transformation Teams supporting Children's Services across Education, Special Educational Needs and Disabilities and associated health provision.
- The postholder is responsible for leading on commissioning contracts, procurements, and work areas supporting the Commissioning and Transformation Lead for SEND, Education and Health. This includes leading on commissioning and procurement exercises and reviewing and implementing improvements in service provision and monitoring of Children's Services' contracts.

- The postholder will involve both internal and external stakeholders in consultations, market engagement and mapping, commissioning services, and monitoring and reporting on the performance of services. Also leading co-production with young people and families to shape all elements of commissioning work and projects.
- The postholder is responsible for negotiating with providers, providing support and challenge and managing contracts to ensure that services are monitored and delivering to expected or contracted specifications at the highest standard and that any underperformance is addressed at an early stage.
- The postholders cores areas of responsibility are, but not limited to, the commissioning of advocacy, early help interventions both internal and with our voluntary and community organisations, Family Hubs placements and sufficiency for children in care and care leavers.
- To ensure that planning for future procurements is proactive, in some cases years in advance, and to ensure that the commissioning process from concept to go-live is delivered to agreed project delivery timelines/deadlines. That timescales are clearly tracked within a project plan with risks, mitigation, and any cost implications made clear.
- The role is responsible for ensuring that the council's statutory duties under the Children Act 1989, Children and Families Act 2014 and other legislation are fully discharged through effective commissioning of appropriate services.
- The postholder must be visible, available and work closely with operational colleagues, legal, finance, commissioning and any appropriate external agencies to shape the planning and delivery of contract monitoring, development management of transformation programmes.
- Ensure that service commissioning and transformation projects are always risk assessed, include mitigations, a clear timescale and project plan and are delivered on time and where there are challenges that corrective action is taken to ensure the projects are delivered as required.

Specific Duties and Responsibilities

1. The postholder is responsible for delivering commissioning and transformation projects on time and to budget and to ensure contract management plans are clearly outlined within all contracts and specifications. Ensuring strategic commissioning and any related transformation projects are delivered from conceptualisation of service models to the effective commissioning and subsequent contract management of services. The commissioned services must provide outcomes for residents that safeguard, promote independence, social inclusion and well-being.

2. Support strategic commissioning and planning across services for Children's Services to ensure the delivery of effective commissioning priorities, adopting an evidence-based approach to measuring the outcomes we wish to achieve for our children and young people.
3. Responsible for working collaboratively with peers and other key stakeholders across the organisation to ensure that good practice, innovation, economies of scale and interdependencies between the programmes is shared and harnessed.
4. Reporting and feeding back to Lead Commissioners, Heads of Service, Assistant Directors and wider colleagues around performance and delivery in a timely and appropriate way.
5. Responsible for writing clear reports using all available data including population data, demographic change data, needs analysis and financial data to outline service transformation and commissioning options. Reports must be accurate and well-presented that enable decision making, including option appraisals for senior management teams, Procurement Boards, Leaders and Director Boards, and support the creation of reports for Children's Services committee reports.
6. Responsible for ensuring that all service reviews, transformation and commissioning projects are delivered on time, to budget and meet the service's and the service users' needs. That all commissioning activity has clear timescales and accompanying project plan that outlines the key workstreams, activities and deadlines from the point of concept to go-live and on-going contract management, especially including any governance arrangements, decision points and staff consultations and TUPE activity.
7. To be responsible for contract management for all contracts across the post's areas of responsibility. To develop smart and effective key performance indicators (KPIs) for all contract management reporting. These KPIs should include hard and soft data and always include measurement of impact and outcomes.

Progression Criteria

Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with the Head of Human Resources. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

Additional Criteria for progression to PO6 of the linked grade

8. To be able to, fully and competently, deputise for the Commissioning and Transformation Lead for Education, SEND and Health, including commissioning activities, report writing, attending boards and meetings as well as engagement with executive directors, directors and councillors.

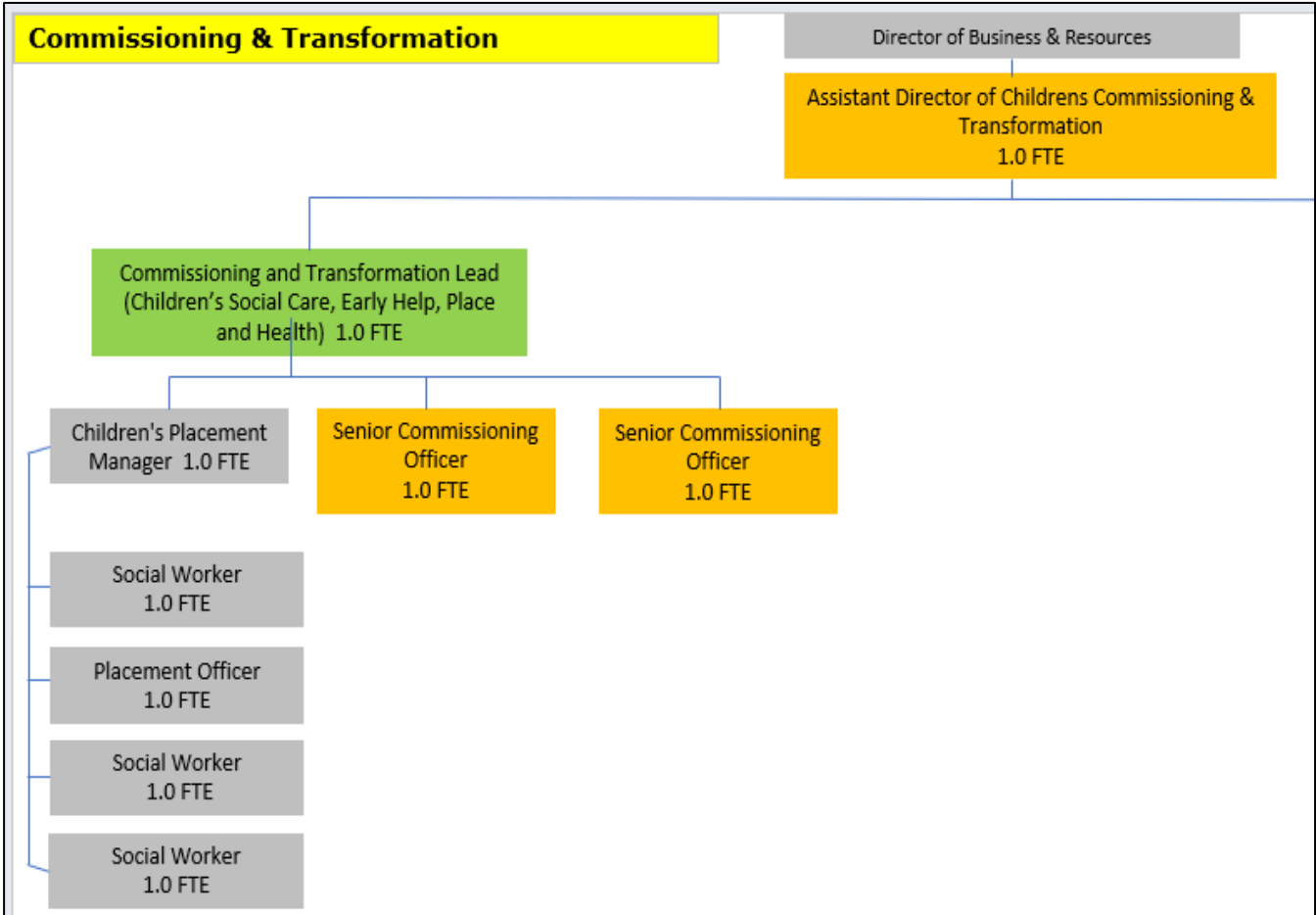
9. To be able to be responsible for developing and maintaining effective relationships by working effectively with senior council management, councillors and external stakeholders such as voluntary organisation and community groups, including clinical and professional leads, directors, service managers and other leadership to advise on matters related to service development, commissioning options and other transformation activity in the areas they are responsible for
10. To fully and effectively leads on full cycle commissioning processes including all stakeholder engagement, report writing for Senior Management Team meetings, Procurement Boards, Directors Boards, Leaders and member committees, tender evaluations and the mobilisation of new contracts under their area of commissioning responsibility without the need for management oversight and input.
11. To deliver well researched high quality, data informed, solution focused and valued work that senior management uses for decision making.
12. To be able to competently undertake the role of lead contact for the Commissioning and Transformation team with relevant partners for their contract areas ie Integrated Care System (ICS), Public Health team, neighbouring boroughs, VCS organisations, SEND service leads and Education service leads.
13. To competently presenting to and make valued contributions at senior management meetings and stakeholder discussions within the post's area of responsibility, showing professionalism and area expertise to a high level.
14. Demonstrates consistently the ability to plan and deliver commissioning projects within the required timescales.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure



Person Specification

Job Title: Senior Commissioning Officer (SEND, Education and Health)	Grade: Link Grade PO5 – PO6
Section: Commissioning and Transformation Team	Directorate: Children's Services
Responsible to following manager: Commissioning and Transformation Lead – CLA, Care Leavers and Early Help	Responsible for following staff: N/A
Post Number/s:	Last review date:

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Good understanding of the needs of families especially within SEND, Education and health / public health.	X		A/I
Good understanding of the principles under-pinning effective commissioning and project management and relevant legislation	X		A/I
A good understanding of the principles of safeguarding children, young people and vulnerable adults	X		A/I
Excellent understanding of commissioning services, including conducting needs assessments, reviews and option appraisals and procurement processes		X	A/I

Knowledge of commissioning and procurement processes and cycles	X		A/I/T
Project management techniques and tools		X	A/I/T
Experience	Essential	Desirable	Assessed
Experience of SEND, Education, Health and the wider children's and health commissioning, procurement and contract management		X	A/I
Experience in communicating and working with a wide range of organisations, particularly in the public/voluntary sector		X	A/I
Experience of commissioning and procurement	X		A/I/T
Experience of partnership working and collaboration including experience in providing effective challenge where needed and negotiation	X		A/I
Experience of delivering projects and service transformation to specification, budget and deadlines.		X	A/I
Experience of partnership working and collaboration	X		A/I
Experience of being responsible for and managing budgets		X	A/I
Experience of writing management reports	X		A/I/T
Experience of understanding data and using it to develop service transformation plans and proposals	X		A/I/T
Skills	Essential	Desirable	Assessed
Excellent communication skills and ability to communicate effectively orally and in presentations. This will include children and young people, their parents/carers, schools, providers and a range of professionals at different levels	X		A/I
Excellent written skills – succinct, effective report writing appropriate and adaptable to a range of audiences.	X		A/I/T
Excellent IT skills and ability to make effective use of IT in relation to data management.	X		A/I
Excellent numeracy and analytical skills, being able to translate performance information and data into accessible reports/papers.	X		A/I/T
Excellent financial skills to analyse budgets and commission value for money services.		X	A/I
Ability to work under pressure, manage tight deadlines and prioritise a varied workload	X		A/I/T
Project management skills		X	A/I/T
Data analysis skills		X	
Qualifications	Essential	Desirable	Assessed
Educated to degree standard or equivalent by work experience	X		A

A – Application form / CV

I – Interview

T – Test

C - Certificate