**Job Profile comprising Job Description and Person Specification**

**Job Description**

|  |  |
| --- | --- |
|  **Job Title:** Monitoring and Commissioning Officer | **Grade**: PO2  |
| **Section:** SEND Strategic Planning and and Local Offer | **Directorate:** Children’s Services |
| **Responsible to following manager:**Team Leader, SEND Strategic Planning and Local Offer | **Responsible for following staff:**N/A |
| **Post Number/s:**E5400 | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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**

To be responsible for the monitoring of contracts in relation to targeted short breaks for children and young people with SEND, ensuring they meet the needs of families and are value for money. To have responsibility for the issuing of small grants contracts. To explore and develop proposals for future commissioning arrangements for independent and non-maintained specialist school and college placements. The postholder will promote co-production with children and young people with SEND and their families in the development and monitoring of services

**Specific Duties and Responsibilities**

1 To be responsible for the monitoring and evaluation of contracts for targeted short breaks services, ensuring that providers meet the outputs specified in the contract.

2 To work in a co-productive way with children and young people and their families as well as providers of short breaks services to ensure that the offer is responsive to the needs of families. To ensure that providers seek and are responsive to feedback from children and young people and their parents/carers

3 To promote outcomes based commissioning, ensuring that providers agree and meet aspirational outcomes for children and young people with SEND that promote their future independence.

4 To contribute to the development of service specifications and implementation of procurement processes, including providing initial drafts of specifications and reports

5 To oversee the small grants programme, including analysis of applications ensuring compliance with the Council’s financial procedures.

6 To have responsibility for maintaining a database of independent and non-maintained special schools (INMSS) and Independent Service Providers (ISPs) used by the Council. This will include maintaining up to date records of any Ofsted inspections, costs, needs and destinations of young people. To support sharing of information across services where there are concerns about the effectiveness of providers. To collaborate with neighbouring Local Authorities on shared commissioning priorities to achieve best value.

7 To analyse changes in use of INMSS and ISPs and the needs of pupils placed there to inform future development of provision.

8 To review options for the commissioning of places in INMSS and ISPs for children and young people with SEND. This will include working with the Head of Service for Special Needs, Disability and Psychology, the Special Needs Assessment Service and colleagues across the Council to develop options for:

* A commissioning model for INMSS and ISP placements that achieve best value.
* Consideration of alternative models used by other LAs and by social care commissioners within the Council.
* To ensure that any model meets the requirements of the SEND Code of Practice.
* To review issuing of contracts and compliance by providers.
* To consider how such contracts are monitored to ensure that the needs are being met in accordance with a child or young person’s EHCP, that aspirational outcomes are delivered, and the potential to review costs throughout the placement.

9 To work as part of the team to support co-production with children and young people and their families. This will include:

* Working with the Parent Forum to inform the development of services.
* Supporting consultations including attending and note-taking at meetings, preparation of documentation and analysis of responses.
* Supporting events organised by the team.
* Working with young people with SEND who may be employed to undertake specific tasks or on work experience placements.

10 To be responsible for the clerking of the special school heads’ meeting and such other strategic groups as may be identified.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

N/A

**Team structure**

**Team Leader for SEND Strategic Planning and Local Offer**

|  |  |  |
| --- | --- | --- |
| SEND Information Officer | Monitoring and Commissioning Officer | Data and Local Offer Support Officer |
| **↓** | **↓** |  |  |
| Information Officers (part-time and casual) | Parent Champions (volunteers) |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Person Specification**

|  |  |
| --- | --- |
| **Job Title:** Monitoring and Commissioning Officer | **Grade**: PO2  |
| **Section:** SEND Strategic Planning and and Local Offer | **Directorate:** Children’s Services |
| **Responsible to following manager:**Team Leader, SEND Strategic Planning and Local Offer | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

|  |  |
| --- | --- |
| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Good understanding of the needs of families where there is a child/ren with a special educational need or disability  | A, I & T  |
| Good understanding of the principles under-pinning effective commissioning | A, I & T |
| A good understanding of the principles of safeguarding children, young people and vulnerable adults | A & I |
| **Experience**  |
| Experience in communicating and working with a wide range of organisations, particularly in the public/voluntary sector  | A & I |
| Experience of commissioning and procurement or the ability to develop these skills based on experience in a related field | A & I |
| Experience of partnership working and collaboration including experience in providing effective challenge where needed.  | A & I |
| **Skills**  |
| Excellent communication skills and ability to communicate effectively orally and in writing with a wide range of people. This will include children and young people, their parents/carers, schools, short breaks providers and a range of professionals from different disciplines. | A, I & T |
| Excellent IT skills and ability to make effective use of IT in relation to data management | A, I & T |
| Excellent numeracy skills | A & I |
| Ability to work under pressure, manage deadlines and prioritise a varied workload | A & I |
| **Qualifications**  |
|  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**