

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Commissioning Officer (SEND and Health)	<b>Grade:</b> Link Grade PO4 – PO5
<b>Section:</b> Children’s Commissioning	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Lead Commissioner (SEND and Health)	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> E5400	<b>Last review date:</b> November 2022

#### 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 leading on commissioning contracts and areas, supporting the Lead Commissioner (SEND and Health). This includes the monitoring of Children’s Services’ contracts, leading on commissioning and procurement exercises and reviewing and implementing improvements in service provision.

The post sits within the Commissioning Team (made up of 7 commissioners) supporting Children’s Services across social care, early help, education and public health.

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.

This post is likely to focus on commissioning of SEND and Children with Disabilities, Short Breaks, education, and public health services.

### **Specific Duties and Responsibilities**

- 1 Responsible for the whole commissioning process for their areas of focus – including service design, reviews, monitoring, evaluation and delivery.
- 2 Reporting and feeding back to Lead Commissioner, Heads of Service and wider colleagues around performance and delivery in a timely and appropriate way.
- 3 Developing project plans and timetables as part of a project management approach to contracts and commissioning projects.
- 4 Responsible for meeting regularly with service providers and partners as part of the commissioning process. This will include holding providers to account for any area of under performance and in line with Key Performance Indicators (KPIs) and working with them in a planned and effective way to ensure required performance improvements are achieved.
- 5 Responsible for involving children, young people and families in a co-productive way in the review, design, and monitoring of commissioned services, ensuring services are commissioned to meet the priority needs that are to be addressed.
- 6 Responsible for ensuring service providers are routinely seeking and are responsive to feedback received from children and young people and their parents/carers.
- 7 Responsible for promoting outcomes based/outcomes focused approaches to commissioned services, ensuring that providers agree and meet appropriate but aspirational outcomes agreed for children and young people, including those that promote their wellbeing, and future independence.
- 8 Oversight, with support from Lead Commissioner, of relevant budgets and contract spend including the small grants programme, ensuring compliance with the Council's financial procedures and agreed performance measurements.
- 9 Communicates with other SSA Departments, other Local Authorities and relevant partner organisation, sharing information on commissioning priorities and seeking joint commissioning opportunities that will help to achieve best value.

### **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 PO5 of the linked grade**

- 10 Effectively leads on tender evaluations, and the mobilisation of new contracts under their area of commissioning responsibility without the need for management oversight and input.
- 11 Produces high quality service specifications, and a variety of internal commissioning draft reports for review by the Commissioning Lead and the Head of Children's Commissioning.
- 12 To deliver well researched and considered work and be solution focused, to support senior management in decision making.
- 13 Responsible for chairing and leading commissioning and contract monitoring meetings involving providers and other key stakeholders, demonstrating the skill of professionally and effectively holding providers to account, and effectively working with them in partnership so they reach the required performance standards against service KPIs.
- 14 Be the lead contact for the commissioning 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.
- 15 Responsible for leading on and delivering market engagement events and stakeholder consultation events.
- 16 Presenting to and being part of senior discussions (senior management meetings) regarding their focus or contract area, showing professionalism and area expertise to a high level.
- 17 Demonstrates consistently the ability to plan and deliver commissioning projects within the required timescales.

### **Generic Duties and Responsibilities**

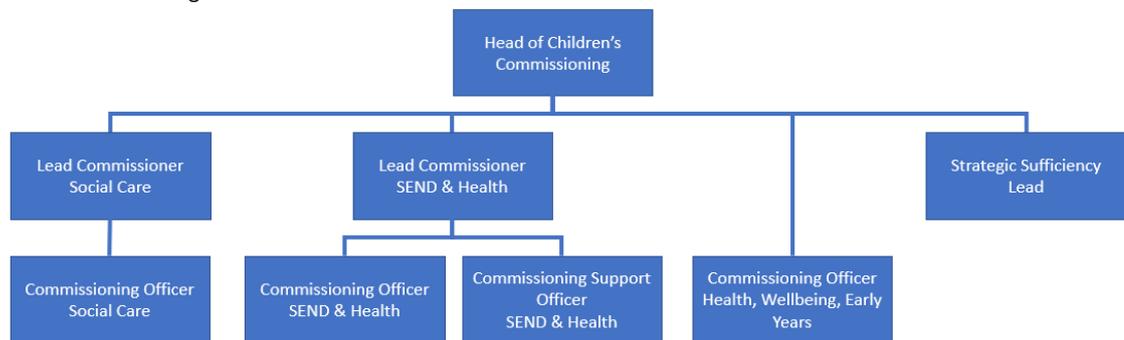
- To contribute to the continuous improvement of the services of the Borough of Wandsworth.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's 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 the 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

### Team structure

Children's Commissioning - Current



## Person Specification

<b>Job Title:</b> Commissioning Officer (SEND and Health)	<b>Grade:</b> Link Grade PO4 – PO5
<b>Section:</b> Children’s Commissioning	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Lead Commissioner (SEND and Health)	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> E5400	<b>Last review date:</b> November 2022

### 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/ (see below for explanation)
<b>Knowledge</b>	
Good understanding of the needs of families where there is a child/ren with a special educational need or disability and/or Public Health provision	A, I & T
Good understanding of the principles under-pinning effective commissioning and project management	A, I & T
A good understanding of the principles of safeguarding children, young people and vulnerable adults	A & I
<b>Experience</b>	

Experience in communicating and working with a wide range of organisations, particularly in the public/voluntary sector	A & I
Experience of commissioning and procurement (in people's services)	A & I
Experience of partnership working and collaboration including experience in providing effective challenge where needed.	A & I
Experience of leading projects or contracts	A & I
<b>Skills</b>	
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	A, I & T
Excellent written skills – succinct, effective report writing appropriate and adaptable to a range of audiences.	A, I & T
Excellent IT skills and ability to make effective use of IT in relation to data management.	A & I
Excellent numeracy and analytical skills, being able to translate performance information and data into accessible reports/papers.	A, I & T
Excellent financial skills to analyse budgets and commission value for money services.	A, I & T
Ability to work under pressure, manage tight deadlines and prioritise a varied workload	A & I

**A – Application form / CV**

**I – Interview**

**T – Test**