



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Commissioning Officer (CLA, Care Leavers & Family Safeguarding)	Grade: PO2
Section: Children's Commissioning	Directorate: Children's Services
Responsible to following manager: Commissioning Lead (CLA, Care Leavers & Family Safeguarding)	Responsible for following staff: N/A
Post Number/s:	Last review date: November 2020

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 monitoring Children's Services' contracts, in particular those primarily related to Children looked After (CLA), Care Leavers and Family Safeguarding commissioned services, ensuring they meet the needs of the target children, young people and families and are providing value for money. To have responsibility for raising orders and processing contract payments to providers in a timely way.

Responsible for exploring and developing service options and delivery models to inform service reviews and management decisions, and supporting the implementation of commissioning projects and plans. This includes producing option appraisal papers based on data, priority needs and service led research.



Responsibility for leading on commissioning reviews and projects, and leading on distinct working groups and service commissioning workshops will be expected as a post holder moves up the linked grades, along with supporting with the line management and development of one member of staff within the team, and deputising on a regular basis for the Commissioning Lead.

The postholder will promote co-production with children, young people and families in the development, commissioning and monitoring of services, and involve both internal and external stakeholders in consultations, market engagement and market mapping, commissioning services, and monitoring and reporting on the performance of services.

Specific Duties and Responsibilities

- 1 Responsible for the monitoring, evaluation and reporting of Children's Services' contracts' performance in a timely way across CLA, Care Leaver and Family Safeguarding related commissioned services.
- 2 Responsible for meeting regularly with service providers to discuss performance, including holding contractors' to account for any areas of under performance in line with the relevant Key Performance Indicators (KPIs), and working with them in a planned and effective way to ensure required performance improvements are achieved.
3. 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.
4. Responsible for ensuring service providers are routinely seeking and are responsive to feedback received from the children, young people and families they support.
- 5 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 present and future wellbeing.
- 6 Responsible for setting up contract payment orders, and ensuring accurate and timely payments are made against them.
- 7 Responsible for sharing information across relevant services where there are concerns about the effectiveness and/or cost of services.



- 8 Proactively builds and maintains links 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.
- 9 Responsible for supporting the Commissioning Lead to administer, monitor and effectively communicate and advise staff and other users on the SSA Interpreting & Translation service processes.
- 10 Required to work flexibly across the commissioning team when needed to assist in the completion of priority pieces of work.

Linked grade progression 1:

- 11 Produces good quality draft service specifications and a variety of internal commissioning draft reports for review by the Commissioning Leads and the Head of Children's Commissioning.
- 12 Responsible for chairing contract monitoring meetings involving providers and other key stakeholders, demonstrating the skill of professionally and effectively holding providers to account for under performing areas, and effectively working with them in partnership so they reach the required performance standards against service KPIs.
- 13 Responsible for leading on and delivering workshops, including market engagement events and stakeholder consultation events. Able to plan, deliver and formulate workshop outcome plans with minimum supervision from managers.
- 14 Proactively forms close professional working relationships with all service leads for commissioning exercises, reviews, and for contract oversight, sharing key information and updates on contract performance, service gaps, and developed options to inform timely management decisions and service reviews.
- 15 Supports the Commissioning Lead to monitor performance against the CLA placements contracts, with specific responsibility for proactively monitoring and reporting on the effectiveness and sufficiency of the Frameworks in place, working closely with the Placements Team to report in a timely way on service gaps and any instances of under performance.

Linked grade progression 2:

- 16 Effectively line manages and supports the development of one team member.



- 17 Responsible for producing high quality reports and service specifications within planned timescales for senior management decisions and for Boards without the need for management oversight and input.
- 18 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.
- 19 Demonstrates consistently the ability to plan and deliver commissioning projects within the required timescales with full buy in from service leads and other key stakeholders through effective and well planned engagement and communication.
- 20 Regularly deputises for the Lead Commissioner as required in project and management meetings, and in coordinating and ensuring the appropriate and timely completion of actions from meetings.

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



Team structure

For the current structure please go to The Loop.

When advertising externally please add the current team structure here and remove the sentence above.

Person Specification

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Post Number/s:	Last Review Date: November 2020

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	
Good understanding of the principles under-pinning effective commissioning	
A good understanding of the principles of safeguarding children, young people and vulnerable adults	
Experience	
Experience in communicating and working with a wide range of organisations, particularly in the public/voluntary sector	



Experience of commissioning and procurement or the ability to develop these skills based on experience in a related field	
Experience of partnership working and collaboration including experience in providing effective challenge where needed.	
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.	
Excellent IT skills and ability to make effective use of IT in relation to data management	
Excellent numeracy skills	
Ability to work under pressure, manage deadlines and prioritise a varied workload	
Qualifications	

A – Application form / CV

I – Interview

T – Test

C - Certificate