

Draft Role Profile

Part A - Grade & Structure Information

Job Family Code	13SW	Role Title	Head of Commissioning
Grade	PS13	Reports to (role title)	Assistant Director Commissioning
		Directorate	Children, Families, Learning & Communities
JE Band	614-734	Service	Commissioning
		Team	
		Date Role Profile was created	18/09/2018

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Direct, monitor and coordinate commissioners and commissioning teams for populations of children and families, including matrix management of commissioning teams across the council and partners, to implement best practice and ensure value for money is achieved from commissioned services.</p> <p>Lead and ensure that commissioning teams undertake or oversee all aspects of the commissioning cycle - ensuring these are managed and undertaken effectively including needs analyses; development of service specifications; procurement of services, monitoring and evaluation, service/market development and service user voice.</p> <p>Work with procurement leads to ensure that services are commissioned through use of appropriate procurement methods and in line with contract Standing Orders; Financial Regulations and EU procurement regulations.</p> <p>Liaise with members and senior management to ensure awareness of issues concerning procurement plans, service purchasing and performance, and to secure agreement to commission.</p> <p>Lead the monitoring, management and evaluation of contract performance ensuring contract terms and conditions are fulfilled and enforced if necessary.</p> <p>Lead market shaping activities and co-production with partners and service users in designated specialism/s undertaking analysis and building key relationships with current and future potential suppliers to ensure that markets are aligned with needs, resources and outcomes.</p> <p>Ensure that high quality supervision and development support for staff takes place in their area of responsibility to improve outcomes for children, young people and families and staff retention.</p> <p>Lead and participate in multi-agency groups to improve outcomes and services for children, young people and families</p>
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Work Context	<p>The Commissioning division works with a range of professionals and disciplines to secure delivery of better outcomes for children and families and best value for money. Commissioning teams are organised around the needs of particular populations of children and young people with clear accountability for delivering specified outcomes within agreed budget envelopes. The division works closely and collaboratively with partners, such as the NHS, and other services, particularly operational teams, to shared objectives. In addition it adheres to guidelines and professional standards set by the strategic commissioning hub. It aims to genuinely co-produce support with children and families in a way that goes well beyond consultation with established user groups and involves developing a deep and thorough understanding of needs and aspirations of children, young people and families.</p> <p>Managers instil in all of their services an ethos of personal accountability in providing high quality services and improving the lives of children and young people. They forge positive and beneficial relationships with partners (such as parents/carers, foster carers, schools, health services, police, voluntary organisations and districts and boroughs) to ensure the integrated delivery of services and work innovatively to create efficiencies of scale and pool resources in order to maximise the use of public funds.</p> <p>Heads of Commissioning support Assistant Directors and Directors in implementing their portfolio of responsibilities by leading on project work and deputising for the Assistant Director where required.</p>
Line management responsibility if applicable	Directly responsible for up to 6 Team Managers, and will have overall responsibility for a medium sized team.
Budget responsibility if applicable	Influence over commissioning budgets – significant £
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Risk Management</p> <ul style="list-style-type: none"> • Manage risk in relation to service delivery ensuring safeguarding issues are addressed, and contribute to the corporate risk management framework. <p>Service Development</p> <ul style="list-style-type: none"> • Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity. • Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Develop and ensure implementation of operational and service plans and policies, and play a key role in long term plans to develop and implement new initiatives and operational systems. • Assist in the production of service plans, including the setting, monitoring and evaluation of service targets. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Plan, control and monitor allocation and use of allocated budget/resources/funding effectively to ensure maximum value is delivered. • May have indirect influence on significant commissioning budgets. <p>Work with others</p>

	<p>WORK WITH OTHERS</p> <ul style="list-style-type: none">• Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon to enhance service delivery.• Work with a range of agencies and partners to develop services in line with government policies, and to promote and coordinate initiatives. <p>People Management</p> <ul style="list-style-type: none">• Manage the service delivery of teams and units and ensure all cases, including complex and high risk are progressed in line with quality, national and legislative standards.• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties For All</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, safety and welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none">• Relevant professional qualification and registration where required plus substantial experience at a senior management level in specialist area.• Extensive, sophisticated and up to date working knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of Health and Social Care services.• Comprehensive knowledge and awareness of broader contextual factors affecting national service delivery.• Ability to exercise a significant degree of critical and constructive thinking and demonstrate evaluative judgement.• Extensive knowledge of the concepts of change management, project management and continuous improvement, and their practical application.• Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.• Excellent written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to build effective relationships with colleagues and a range of external partners.• High level problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.• Proven ability to assess risks and benefits and respond appropriately.• Clear evidence of political acumen.• Wide experience in successful leading, motivating, coaching, mentoring and developing staff.• Expert specialist knowledge consistent with the role.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none">• Thorough working knowledge and understanding of the market including the partnership commissioning landscape, as well as third and independent sector services.• Specialist procurement, market management, business relationship management and legislative knowledge pertinent to area of specialism.• Substantial commissioning experience, managing complex procurement projects and delivering required outcomes within agreed budgets, together with a track record at management level of improving children and young people's lives through commissioning.• Able to demonstrate understanding of the needs of children/young people in their specialist area with the ability to work with the Assistant Director and Directors, partners and other parties to develop and implement plans and actions that ensure improvement.• Ability to evidence skills in purposeful high quality supervision that has impacted on improved outcomes for children, young people and families and staff retention.• Satisfactory DBS clearance is required.• Willing and able to travel around the county to meet the demands of the role, to work from different sites, and work evenings and weekends if required in line with service needs.
Role Summary	<p>Roles at this level plan, organise and manage large and complex teams or specific service areas, and/or provide day to day operational management for a specified geographical area or service. Their work usually includes policy development, developing and implementing operational plans and helping to develop and deliver strategy. Planning takes place over a longer period (year or more). They will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or council objectives. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance.</p>

