

**Job Description**

**Job Title: Commissioning Specialist**

**Salary Grade: Grade 8**

**SCP: 37-41**

**Job Family: Organisational Support**

**Job Profile: OS4**

**Directorate: Corporate and Commercial**

**Work Environment: Office based / agile working**

**Reports to: Strategic Commissioning Manager**

**Number of Reports: N/A**

Your normal place of work will be at Stanfield Centre but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

The purpose of the post is to ensure that commissioned services for children and their families:

* respond to the needs of children and the characteristics of the local population
* are safe, effective, of good quality and offer value for money;
* are robustly monitored to assess their safety, quality and measure their effectiveness;
* reflect up-to-date evidence, best practise and guidance;
* offer assurance to Together for Children and the Council in terms of performance of contracted services and their contribution to corporate outcomes;
* are continuously improved and developed to deliver better outcomes, quality and value;
* are regularly reviewed and plans are put in place to address any underperformance or contract issues.
* make maximum use of funding opportunities to further develop service delivery, generate additional income and achieve improved outcomes.

**Key Responsibilities:**

1. Manage an agreed range of children’s services contracts – from needs analysis, planning, design, market stimulation, procurement through to implementation and review.
2. Adopt the Council’s Contract Management Framework and act as Together for Children’s responsible officer for allocated contracts and the point of contact for providers.
3. Provide support to service area reviews and re-designs.
4. Develop service specifications alongside other professionals to ensure that they meet Together for Children requirements, accurately reflect commissioning intentions and are compliant with relevant legislation and guidance.
5. Undertake performance monitoring and quality assurance of contracts in line with agreed frameworks to ensure the delivery of required outcomes, targets, quality and value for money.
6. Ensure all contract monitoring activity is carefully and accurately documented and contracts are monitored in accordance with agreed operating procedures.
7. Seek and receive assurance from providers of contracted services in relation to performance against deliverables and outcomes to ensure that they are operating within allocated costs and in accordance with financial instructions.
8. Monitor contract key performance indicators, outcomes and quality measures to ensure compliance with specification requirements and to secure the contribution of the service to improving the safety, wellbeing and achievements of children across the city of Sunderland.
9. Lead recovery planning and problem solving for identified areas of under-performance and escalate contract issues as required, in line with contract management procedures.
10. Provide information and advice to Together for Children officers, elected members and other stakeholders in relation to commissioned children’s services.
11. Write and contribute to reports and presentations, summarise reports and disseminate or present findings.
12. Carry out equality impact assessments in relation to work areas such as de-commissioning of services, changes in service delivery or reviews for effectiveness.
13. Consult and engage with service users, the public, providers and other stakeholders to ensure services are co-produced and take into consideration their views.
14. Liaise with other professionals (e.g. procurement specialists, legal advisors etc) to obtain relevant advice on contracts.
15. Work with colleagues within Together for Children, the council, public health and partner organisations to share and develop practice and avoid duplication of services in relation to commissioning and developing services for children.
16. Champion diversity and equality.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

* Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information and respect the privacy of personal information held by Together for Children Sunderland.
* Comply with the principles and requirements of the Freedom in Information Act 2000;
* Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;
* Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Author**: Jess Moore

**Date**: June 2020



**Person Specification**

**Job Title: Commissioning Specialist**

**Role Profile reference: OS4**

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| **Essential Requirements** | |
| **Qualifications:**  Degree-level qualification or equivalent | Application Form Interview |
| **Experience of :**   1. Commissioning, preferably in children’s services (2 years or more) 2. Managing a range of contracts for commissioned services (2 years or more) 3. Leading or managing change programmes or transformation projects 4. Managing budgets and resources 5. Developing business strategies and plans 6. Producing high quality management reports and delivering presentations 7. Working in partnership | Application Form Interview |
| **Knowledge and understanding of:**   1. The issues facing vulnerable children, young people and families. 2. Relevant legislation relating to Children’s Services 3. The Children’s Services market | Application Form Interview |
| **Ability to:**   1. Demonstrate excellent communication skills including through the delivery of presentations and the production of clear and concise reports for a range of audiences. 2. Demonstrate excellent negotiation and influencing skills. 3. Manage conflict. 4. Demonstrate a high level of analytical skills with the ability to proactively solve problems and seek solutions to complex challenges. 5. Think and plan strategically and make decisions in line with plans, policies and procedures. 6. Be resourceful and creative in the face of challenges. 7. Demonstrate strong partnership skills. 8. Seek and consider the views of others when setting and deciding plans, activities and progress. 9. Work at a fast pace and cope with higher levels of workload. 10. Use ICT to prepare documents, record information and input data. 11. Work outside normal working hours to meet the needs of the service 12. Meet the travel requirements of the post. | Application form Interview |
| Commitment to Equal opportunities | Interview |

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