 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Strategy, Quality and Improvement	
JOB TITLE: Manager – Children's Regional Commissioning			
GRADE: O			
REPORTING TO:			
1.	JOB SUMMARY The post will: <ul style="list-style-type: none"> • Provide strategic leadership to the development of a Regional Sufficiency Strategy and Regional Commissioning Plan on behalf of the 12 North East Local Authority Children's Services. • Lead a small regional commissioning team which will undertake robust needs analysis and resource mapping to inform detailed option appraisal • Be accountable for engagement with key stakeholders from each of the Local Authorities to ensure that they have a strong voice in shaping future commissioning options • Lead the engagement and development of the provider market through a planned programme of activity. • Identify funding opportunities and coordinate regional bid submissions 		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Lead the work to define and inform the strategic direction of Children's Services commissioning for the North East region which is informed by and developed with the respective Local Authority commissioning teams and NEPO.	
	2.	Be accountable for robust analysis of current and future service need with a view to defining future requirements for Children's Services across the North East region.	
	3.	Provide strategic leadership to the production of a regional Sufficiency Strategy based upon robust needs and market analysis	
	4.	Provide strategic leadership to the development of a regional strategic commissioning plan which is based upon analysis, research, evidence and best practice and is informed by Local Authority commissioning teams, NEPO, children, young people and families.	
	5.	Establish and maintain strong working relationships with Local Authority Commissioning Leads and NEPO alongside other key stakeholders.	

6.	Horizon scan for future funding opportunities and innovative models of delivery, seeking out good practice locally, regionally and nationally.
7.	Lead the development of bids and written submissions for external funding opportunities for projects or programmes in line with the priorities of the Regional Strategic Children’s Commissioning Group.
8.	Be accountable for specific projects and activities within available resources and in accordance with the priorities of the Regional Strategic Children’s Commissioning Group.
9.	Support the delivery of a planned programme of activities with the provider market to support providers to understand and be able to respond to the region’s future needs.
10	Prepare performance and progress reports for a range of key stakeholders.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton-on-Tees Borough Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated September 2021



PERSON SPECIFICATION


Job Title/Grade	Manager – Children’s Regional Commissioning	
Directorate / Service Area	Children’s Services	Strategy and Improvement
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Degree level qualification or equivalent relevant experience Evidence of ongoing professional development	Recognised Project Management qualification Recognised Commissioning or Procurement qualification	Application form / Certificates
Experience	Substantial demonstrable experience of leading strategic change in complex organisations or partnerships Proven experience of working in partnership across Social Care and the wider Children’s system to improve outcomes		Application / Interview

	<p>Significant understanding of business principles, economic drivers and sound commercial skills with demonstrable evidence of their application through the development of option appraisal and business cases.</p> <p>Experience of establishing and embedding business processes and governance including strategic planning and performance, financial and risk management.</p>		
<p>Knowledge & Skills</p>	<p>Detailed understanding of national policy context</p> <p>Detailed understanding of the legislative framework for Children's Services</p> <p>Proven ability to solve problems and overcome barriers to progressing work programmes and project plans.</p> <p>Demonstrable ability to influence people and direct change within service delivery and develop positive relationships with a range of partners and stakeholders.</p> <p>Proven ability to plan and deliver a broad range of activities, formulate and adjust strategies and plans.</p>		<p>Application / Interview</p>

	<p>Effective interpersonal, presentation, facilitation skills and ability to influence and persuade others and to deliver results</p> <p>Ability to prepare and produce concise, high quality and complex communications for dissemination to a broad range of stakeholders</p> <p>Ability to interpret and present complex data in order to inform strategies and plans</p> <p>Ability to use of Word, Excel, Power Point and other IT solutions as required.</p>		
Specific behaviours relevant to the post	Energy and commitment to multi-agency working		Application / Interview
Other requirements	Ability to travel independently throughout the North East region		Application / Interview

Person Specification dated: September 2021

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Strategy, Systems and Improvement
JOB TITLE: Team Manager – Children's Regional Commissioning	
GRADE: O	
REPORTING TO: Service Lead – Strategy, Quality and Improvement	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties – occasional	Yes
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	No
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Jane Smith
Date: 5.1.21