 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Strategy, Quality and Improvement</b>
<b>JOB TITLE: Commissioning Officer – Children's Regional Commissioning</b>		
<b>GRADE: L</b>		
<b>REPORTING TO: -</b>		
<b>1.</b>	<b>JOB SUMMARY</b>  The post will: <ul style="list-style-type: none"> <li>Contribute to the development of a Regional Sufficiency Strategy and Regional Commissioning Plan on behalf of the 12 North East Local Authority Children's Services.</li> <li>Undertake robust needs analysis and resource mapping to inform detailed option appraisal</li> <li>Support engagement with and the development of the provider market through a planned programme of activity.</li> <li></li> </ul>	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	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.	Lead the analysis of current and future service need with a view to defining future requirements for Children's Services across the North East region.
	3.	Lead the production of a regional Sufficiency Strategy based upon robust needs and market analysis
	4.	Lead 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.	Provide expert advice and leadership responses in relation to Government policy, regulation and legislation and represent the region at relevant national groups.
	6.	Provide strategic oversight to 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.
	7.	Have lead responsibility for the development and implementation of specific complex, high profile projects in accordance with the priorities of the Regional Strategic Children's Commissioning Group.

	8.	Lead strategic conversations through 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.
	9.	Provide leadership and management to members of the Regional Commissioning team, including supervision and appraisal.
	10	Provide the regional strategic commissioning group, alongside other key stakeholders, with regular progress and performance reports.

### 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)	.....	.....	..... .
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**Job Description dated September 2021**



## PERSON SPECIFICATION


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

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Educated to a minimum of degree level in a Health, Social Care or related discipline, or equivalent experience</p> <p>Evidence of ongoing professional development</p>	Recognised management qualification or evidence of management and leadership development	Application form / Certificates
Experience	<p>Significant, proven strategic experience within the field of commissioning for social care or health</p> <p>Relevant experience in policy development and strategic planning</p> <p>Significant Public or Voluntary Sector experience</p>	Experience of leading meetings involving Senior Leaders and decision makers.	Application / Interview

	<p>Experience of implementing Joint Commissioning approaches</p> <p>Experience of risk assessment and management</p>		
Knowledge & Skills	<p>Detailed understanding of Government policy, practice and legislative requirements related to Children's Services.</p> <p>Significant knowledge of strategy and finance in a multi-agency context</p> <p>Ability to understand and respond to differing perspectives</p> <p>Ability to think and operate strategically</p> <p>Ability to build strong working relationships and partnerships and garner the trust and confidence of key stakeholders</p> <p>Ability to act with minimal guidance</p> <p>Excellent communication skills including the ability to be clear and persuasive both orally and in writing</p>		Application / Interview

	<p>Ability to manage challenging deadlines and a diverse workload</p> <p>Ability to plan and organise own workload and work under pressure and meet deadlines</p> <p>Use of IT systems, particularly Microsoft applications</p>		
Specific behaviours relevant to the post	Commitment to identifying regional solutions to complex issues		Application / Interview
Other requirements	<p>Energy, commitment and ability to constructively challenge</p> <p>Ability to travel independently throughout the North East region</p>		Application / Interview

**Person Specification dated: September 2021**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Children's Services	<b>SERVICE AREA:</b> Strategy, Systems and Improvement
<b>JOB TITLE: Commissioning Officer – Children's Regional Commissioning</b>	
<b>GRADE: L</b>	
<b>REPORTING TO: Team Manager – Children's Regional Commissioning</b>	

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 – <b>occasional</b>	<b>Yes</b>
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	<b>Yes</b>
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