

Job Description

	For HR use only	Vacancy Ref No: DBS0446
Directorate	Commissioning and Asset Management	
Service and Team	People Based Commissioning Team	
Post Title	Commissioning Officer (Early Years and Childcare)	
Grade	Grade 8	
Reports to	Commissioning Manager	
Responsible for (employees / equivalent)	N/A	
Job Purpose		
<ul style="list-style-type: none"> • To support commissioning activity across the service area • To ensure that effective contracting arrangements are in place for all people based commissioned services. • To monitor contracts/service provision to ensure: <ul style="list-style-type: none"> ○ Contract compliance; ○ Quality; and ○ Value for money. 		
Job Content		
<ul style="list-style-type: none"> • To work with service providers, internal and external to ensure that appropriate contracts and service level agreements are in place, comprising of contract conditions, service specifications, price schedules and quality and performance standards. • To ensure that contracts and grant agreements are kept up-to-date and reflect changes in legislation or regulation requirements as appropriate. • To undertake contract monitoring / assurance visits to early years and childcare providers. • To work with providers to ensure that services comply with statutory guidance and grant agreements. Where services are not compliant, to agree and monitor provider improvement plans. • To investigate and respond to complaints relating to the commissioning and the delivery of the early years entitlements. • To work with the appropriate designated officers within Children's Services and represent the service area at meetings as appropriate in respect of early years and childcare priorities. • To work with Commissioning Managers to undertake sufficiency reviews and to present findings to the relevant partners and officer groups. 		

- To benchmark early years and childcare performance and costs against other local authorities, nationally and regionally.
- To work with Commissioning Managers to undertake early years and childcare related projects, ensuring compliance with the Council's policies and Contract Standing Orders.
- To identify and promote good practice in delivery of the early years entitlements.
- To provide business support, training and policy guidance to early years and childcare providers.
- To maintain systems that provide information to families about childcare available in the borough.
- To provide advice to families about accessing childcare, funding and regarding eligibility for the early years entitlements

Climate Change Values and Behaviours

We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	<p>The post will be based within the People Based Commissioning Service.</p> <p>The post is 37 hours per week, subject to flexible working conditions.</p> <p>The post holder is required to work flexibly and may need to attend community meetings outside of normal working hours.</p> <p>The post holder may be required to work outside of normal working hours.</p>
Working Requirements and Arrangements	The post holder is required to work flexibly.
Physical Requirements e.g. driving, lifting, and handling	N/A

DBS and Safeguarding Checks required	Standard DBS requirements to comply with DfE information sharing requirements
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	No direct / unsupervised contact
Politically Restricted	No

Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	<p>A knowledge of Children's Services</p> <p>A knowledge and understanding of contract / grant documentation and related processes.</p> <p>Knowledge and experience of ICT systems such as databases, spreadsheets and management information systems.</p>	<p>Knowledge of national policy, duties and statutory guidance around early years and childcare</p> <p>Knowledge of early years and childcare entitlements and related funding</p>	Application/Interview/Assessment process
Qualifications and Training including Professional Registrations	Degree or other Higher Level relevant subject or an appropriate professional	Project Management qualification	Application form

	<p>qualification relevant to the position / or relevant experience commensurate with the duties of the post</p> <p>Evidence of continuous personal development</p>		
<p>Skills & Experience</p>	<p>Experience of working in either an education, health or social care background.</p> <p>Good organisational skills and the ability to plan and prioritise own workload</p> <p>Effective communication skills, written and verbal and the ability to produce work of a high standard</p> <p>Influencing and negotiating in a tactful and diplomatic manner with</p>	<p>Experience of working in a commissioning or contracting environment</p> <p>Experience of working in an early years environment</p> <p>Experience of local government finance systems</p> <p>Experience of monitoring and quality assurance systems</p> <p>Experience of presenting information / training providers in business processes and systems</p>	<p>Application/Interview/Assessment process</p>

	<p>people at all levels.</p> <p>Experience of working with providers, families, other services and partner agencies</p> <p>Experience of developing and writing contracts / preparing grant agreements</p> <p>Good IT skills including the ability to use the full range of Microsoft Office suite</p>		
--	--	--	--

Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money
------------	--

Special requirements

Factor	Essential	Assessment method
---------------	------------------	--------------------------

Occupational Requirements under the Equality Act 2010	Committed to implementing the Council's Equal Opportunities policy and anti-discriminatory practice	
---	---	--

Factor	Desirable	Assessment method
---------------	------------------	--------------------------

	<p>Reliable and self-reliant</p> <p>Positive and enthusiastic</p> <p>Flexible approach to work</p> <p>The ability to remain calm under pressure</p> <p>The ability to work effectively as part</p>	
--	--	--

	of a team Committed to implementing the Council's Equal Opportunities policy and anti-discriminatory practice	
--	--	--

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.