

## Company Profile

Established in 2017, Together for Children is on a mission to improve services in social care, early help and education and engage the whole community in giving children and young people in Sunderland the best possible opportunity to thrive.

Our workforce is AMAZING with a passion for improving the life chances of children and young people. We all strive to make a difference, irrespective of our work vocation or specialism.

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### Reporting to:

Strategic Commissioning Manager

### Direct Reports:

None

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### Location:

City Hall, Plater Way, Sunderland  
SR1 3AA

We operate within an agile work environment and you may be required to work at any Company recognised workplace.

## Commissioning Support Officer

### Grade 4

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### Service Directorate

Chief Executive Sub-Directorate (Commissioning)

### Purpose

This is a 12-month fixed-term post to support the development and delivery of innovation programmes and services for children with special educational needs and disabilities (SEND) within Sunderland.

The post holder will work as part of a team to ensure that commissioned services meet the needs of our children, young people and families and that these services are closely monitored to ensure contract compliance, quality and value for money.



## Responsibilities

The post-holder will support commissioning activity across SEND services, including:

1. Dealing with referrals for short breaks, educational and residential arrangements, including: ensuring referral forms are fully completed by referrers; liaising with families, providers and service areas; confirming arrangements; issuing Individual Placement Agreements; and processing invoices.
2. Collecting, preparing and analysing evidence from a range of sources to complete programme templates and update registers and performance schedules.
3. Undertaking contract monitoring and quality assurance of commissioned services, including visiting providers and settings to assess the quality of the service provision and to ensure contract compliance.
4. Working with service providers where services are not meeting contractual or quality standards to ensure that improvement actions are agreed and monitored to deliver and sustain required improvements.
5. Working with service providers, partner agencies and other local authorities to identify and promote good practice and support wider strategic planning.
6. Contributing to the development of specifications and contracts in collaboration with Commissioning Specialists, Procurement colleagues and children and young people and their families.

## Statutory Requirements

- 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 and the NHS ICB 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.



# Role Specification

Essential Requirements	
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>5 GCSEs including Maths and English or equivalent.</li> </ul>	Application Form Interview
<p><b>Experience of:</b></p> <ul style="list-style-type: none"> <li>an office environment, working with other team members to share information, provide support and resolve problems.</li> </ul>	Application Form Interview
<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>the issues facing vulnerable children, young people and families and the ability to develop further knowledge within the first year of employment.</li> <li>the basic commissioning process and the ability to develop further knowledge within the first year of employment.</li> </ul>	Application Form Interview
<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>work with attention to detail and establish and maintain logical and ordered information tracking and recording processes.</li> <li>organise own workload to complete tasks to meet set deadlines.</li> <li>listen to others to assess requirements in order to respond appropriately and efficiently.</li> <li>share verbal information and obtain verbal information from others including children and young people, parents and carers, schools and service providers through face-to-face or telephone interaction.</li> <li>share information and obtain information from others through written communication.</li> <li>use ICT and Microsoft Office to input data, record information, prepare documents and present information in a clear and logical way.</li> </ul>	Application Form Interview
<ul style="list-style-type: none"> <li>Commitment to Equal opportunities</li> </ul>	Application Form Interview

