

**LONDON BOROUGH OF MERTON**  
**CHILDREN, SCHOOLS AND FAMILIES (CSF) DEPARTMENT**  
**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Commissioning Manager – CSF</b>
<b>Grade:</b>	<b>MGB</b>
<b>Division / Section:</b>	<b>Integrated Commissioning Team</b>
<b>Location:</b>	<b>Merton Civic Centre, Morden</b>
<b>Responsible to:</b>	<b>Head of Commissioning</b>
<b>Responsible for:</b>	
<b>Post number</b>	
<b>Date</b>	<b>April 2018</b>

### **Context**

Since April 2017 Merton has an Integrated Commissioning function across the Children Schools and Families Department, Children’s Public Health and the local Clinical Commissioning Group (CCG). Alongside the development of integrated commissioning, procurement and commissioning is changing, focusing on value-for-money, evidence based interventions and demonstrable outcomes and impact on our children and young people.

### **Main Purposes**

- 1.1. To undertake the effective operational commissioning of services for children, young people and their families in line with the commissioning intentions of Merton’s Children’s Trust; Merton council’s Children, Schools and Families Department and Merton Clinical Commissioning Group.
- 1.2. To lead on the commissioning of services in one or more of the following specialist areas:
  - Early Intervention and Prevention Services
  - Preventative services for Children with Disabilities
  - Prevention of Care Services (including crisis intervention services)
  - Alternative Education Services
  - Post 16yrs Education and Training Provision
  - Youth Services including borough wide positive activities and locality-based youth provision

- The needs of vulnerable young people including those Looked After, Young Carers, Unaccompanied Asylum Seeking Children and Young People 'Not in Education Employment or Training' (NEET).
- Teenage Pregnancy Prevention
- Drug and Alcohol Services for young people
- Sexual Health Services for young people
- Public Health Nursing (Health Visiting and School Nursing) Services
- Children and Young People Obesity Intervention Services
- Advocacy Services for Looked After Children
- Young People's Participation ensuring all aspects of the commissioning cycle are addressed including the identification of needs, development of clear and specific specifications, procurement of services, monitoring and evaluation, service development .
- Sexual health prevention and support services.

1.3 To gain expert knowledge of one or more of the service areas identified above, models of service provision and the provider 'market' to inform commissioning and procurement activity.

1.4 To ensure that all aspects of the commissioning cycle are managed and undertaken effectively including the identification of needs; development of service specifications; procurement of services; monitoring and evaluation; service/market development.

## **2. Main Duties and Responsibilities**

2.1. To be responsible for the effective operational commissioning of a range of children and young people's services – leading on specific areas as required and as agreed with the post holder.

2.2. To ensure safeguarding principles and practices are inherent in every piece of commissioning

2.3. To undertake needs analysis, gain market intelligence and contribute to policy/strategy development to inform commissioning decisions.

2.4. To develop service specifications that meet recognised standards and which contain appropriate performance management and quality assurance mechanisms.

2.5. To commission services through use of appropriate procurement methods and in line with contract Standing Orders; Financial Regulations and EU procurement regulations.

2.6. To undertake contract monitoring ensuring compliance with specifications and quality standards, including on behalf of third parties where the council has been asked and has agreed to do so.

2.7. Where agreed outcomes are not being achieved by providers, to provide appropriate advice, guidance and challenge to ensure compliance with contract terms.

2.8. To ensure payments to providers of commissioned services are made appropriately in line with Financial Regulations.

2.9. To manage effectively budgets allocated to the post holder and comply with council budget monitoring arrangements.

- 2.10. To support and facilitate the involvement of children, young people and their families to ensure that their views inform commissioning decisions and the shaping of service delivery.
- 2.11. Within the context of Merton's Children's Trust to establish and sustain effective partnership arrangements with senior and service managers and with Head teachers to ensure effective commissioning of services and to ensure that commissioned services make appropriate contributions to wider service delivery.
- 2.12. To contribute to strategic needs analysis and planning eg Joint Strategic Needs Assessment and Children and Young People's Plan.
- 2.13. To identify and exploit alternative funding opportunities to maximise the number and range of commissioned services – eg specific grants; pilot funding; ESF grants etc.
- 2.14. To contribute to the development of the local market via capacity building and partnership development including with the local community and voluntary sector and within sub-regional partnership arrangements.
- 2.15. To work with the Sexual Health Commissioner in the effective commissioning and management of sexual health prevention and support services.

### **3. General Duties**

- 3.1. To represent the local authority in a wide variety of circumstances including internal meetings, meetings with other statutory and non-statutory bodies, public meetings, cross-agency fora and consortia.
- 3.2. To contribute to the further development of integrated practice within the team
- 3.3. To prepare reports for senior managers within the local authority and Children's Trust Board.
- 3.4. To maintain and further develop an outcomes framework for reporting the impact of key commissioned services.
- 3.5. To deputise for the Head of Service as required.
- 3.6. To be aware of and understand the Council's Equal Opportunities Policies and ensure that at all times the duties of the post are carried out in accordance with these policies.
- 3.7. To adhere to relevant local authority policies and procedures including Safeguarding, Financial Regulations, HR policies and procedures, Equal Opportunities, Health and Safety, Information Governance, Freedom of Information Requests and Complaints.
- 3.8. To undertake any other duties of an appropriate level as may be required from time to time by the Service Manager Commissioning.

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**PERSON SPECIFICATION**

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<b>Grade:</b>	<b>MGB</b>
<b>Date:</b>	<b>April 2018</b>

**1. Education, Training & Qualifications**

- A degree, relevant professional qualification to degree level, commissioning qualification or significant experience of commissioning public services.

**2. Skills and Abilities**

- Ability to use data from multiple sources to identify needs/gaps in services and from this, develop new ways of working.
- Effective communication skills, verbal, written and in presentations for a range of audiences and stakeholders.
- Ability to consult and work with young people, engaging them in all aspects of the commissioning cycle
- Ability to negotiate credibly with a range of stakeholders on complex issues and reach positive outcomes
- Proven ability to plan, organise and prioritise own work.

**3. Knowledge and Experience**

- Experience of using management information, quantitative and qualitative, for both performance monitoring and reporting.
- Experience of leading service improvements to meet agreed outcomes.
- Experience of working effectively across partners to secure positive outcomes for children and young people.
- Knowledge of the government agenda, legislative framework, guidance and regulations relating to young people.