

LONDON BOROUGH OF MERTON

**CHILDREN, SCHOOLS AND FAMILIES (CSF) DEPARTMENT
JOB DESCRIPTION**

Post Title: Senior Commissioning Manager – CSF

Grade: MGC

Division / Section: Integrated Commissioning Team

Location: Merton Civic Centre, Morden

Responsible to: Public Health Consultant

Responsible for:

Post number

Date

April 2020

Main Purpose of the role

- 1.1. To support the Public Health Consultant to drive forward the children's commissioning agenda in line with Children Schools and Families service transformation and the Merton Integrated Health and Care Together Programme.
- 1.2. To provide leadership and management of all aspects of commissioning of children services in line with corporate procurement rules.
- 1.3. 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.
- 1.4. To lead, manage and motivate a small staff team of commissioning managers that deliver commissioning support to the Children Schools and Families Directorate.
- 1.5. To hold a commissioning portfolio as agreed by the line manager.
- 1.6. To manage commissioning budgets, ensuring budget management and analysis principles are adhered to, including budget preparation, management and any financial analysis is completed as required.
- 1.7. To provide reports on commissioning activity/monitoring as required, to the Director of Children School and Families and the Director of Public Health

2. Main Duties and Responsibilities

- 2.1. To be responsible for and provide leadership to ensure the effective commissioning 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 ensure needs analysis, market intelligence and policy/strategy development inform commissioning decisions, leading and/or contributing to these as needed.
- 2.4. To ensure service specifications meet recognised standards and contain appropriate performance management and quality assurance mechanisms.
- 2.5. Through commissioning leadership, ensure the use of appropriate procurement methods and commissioning activity is delivered in line with contract Standing Orders; Financial Regulations and EU procurement regulations.
- 2.6. Where agreed outcomes are not being achieved by providers, to support the team to provide appropriate advice, guidance and challenge to ensure compliance with contract terms.
- 2.7. To ensure payments to providers of commissioned services are made appropriately in line with Financial Regulations.
- 2.8. To manage effectively budgets allocated to the commissioning team and comply with council budget monitoring arrangements.
- 2.9. 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.
- 2.10. Within the context of Merton's Children's Trust and Merton Health and Care Together Programme, to establish and sustain effective partnership arrangements with senior and service managers and with Head teachers, Clinicians and other key stakeholders to ensure effective commissioning of services and to ensure that commissioned services make appropriate contributions to wider service delivery.
- 2.11. To contribute to strategic needs analysis and planning e.g. Joint Strategic Needs Assessment and Children and Young People's Plan.
- 2.12. To identify and exploit alternative funding opportunities to maximise the number and range of commissioned services – e.g. specific grants; pilot funding; ESF grants etc.
- 2.13. 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.

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.

LONDON BOROUGH OF MERTON	
CHILDREN, SCHOOLS AND FAMILIES (CSF) DEPARTMENT	
PERSON SPECIFICATION	
POST TITLE:	Commissioning Manager- CSF
Grade:	MGC
Date:	April 2020

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 lead, motivate, manage and develop a team of commissioning officers
- Ability to consult and work with young people, engaging them in all aspects of the commissioning cycle
- Ability to negotiate credibly at a strategic level, with a range of stakeholders on complex issues and reach positive outcomes
- Good budget management skills
- 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.