

DARLINGTON BOROUGH COUNCIL

CHILDREN & ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Strategic Commissioning Manager - SEND
<u>PAY BAND :</u>	13
<u>JOB EVALUATION NO.</u>	C2747
<u>REPORTING RELATIONSHIP</u>	Head of Commissioning and Contracts
<u>JOB PURPOSE :</u>	To support the Education & Inclusion Service to commission effective services that improves outcomes for local people with SEND, including responding to changes in the national policy for funding and commissioning and establishing the “local offer” for SEND provision. To ensure that resources are used to commission services that make a positive impact, meet our statutory obligations, and contribute to the Council’s overall strategic objectives.
<u>POST NO.</u>	POS006904
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To challenge existing practice, lead change and actively seek ways to achieve better service outcomes.
 - Support front line services to horizon-scan for ‘best practice’ and identify the most effective delivery models to modernise services
 - Ensure that all commissioning decisions are based on robust needs analyses that take into account demographics, financial pressures and national and regional policy drivers.
 - Manage the strategic direction for formal partnerships and joint commissioning projects.
 - Identify external funding opportunities and the lead the development of funding bids that help us secure extra resources to deliver key projects.
2. To develop and implement effective commissioning strategies that help to allocate resources in the most effective way to improve outcomes.
 - Ensure that service specifications clearly set out the outcomes for services to achieve, and how they will be measured.
 - Ensure statutory responsibilities and national quality standards are met.
 - Develop an effective relationship with colleagues in legal, the Contracts Team and Procurement Services to implement effective quality standards, safeguarding

requirements and contract management arrangements that deliver better value for money in all the services that we commission.

- Working closely with the CPS, strengthen the Council's relationship with private, public, independent and voluntary providers to shape and develop local market capability and capacity.
- Using client feedback and provider contract performance information supplied by the CPS, monitor and evaluate the delivery of commissioned services, identify and manage risk, and report regularly on progress.
- Promote and implement the Council's Equality and Diversity policy.

SPECIFIC DUTIES OF THE POST

3. To take a lead role in commissioning, contract and budget management, policy and planning activity for SEND across Darlington
4. Improve the outcomes by overseeing and managing the planning, commissioning and implementation of relevant and related services. Identify need and realign provision where required to maintain high quality outcomes.
5. To apply intelligence and expertise in order to assist and inform decisions in relation to SEN placements.
6. To support senior managers in effective budget monitoring of the High Needs budget for SEND. Developing and maintaining effective monitoring systems and improving business practice to support this.
7. Contribute to the identification, review and monitoring of priorities. Develop and maintain effective working relationships, with all relevant providers. Monitor and review provider's performance and work directly with colleagues from the Contracts Team on monitoring the quality assurance issues.
8. Ensure that the Council's agreed strategic objectives are embedded in the systems and processes for the commissioning function
9. Work as part of the Council's team to develop a robust Commissioning strategy for quality assurance and performance management across all provision, to inform planning & commissioning decisions.
10. Implement strategies to improve the performance of services with all providers. Monitor and review progress.
11. To work with key senior managers within DBC to determine local priorities reflecting the needs clients, identifying the correct mix and balance of support provision.
12. Support the management of relevant groups and services.
 - Manage and monitor key commissioning budgets, and ensure that budget information is understood and reported in an accurate and timely manner.
 - Contribute to strategic workforce planning and the development and implementation of relevant plans.
 - Represent the service and deputise for the Head of Service where appropriate

13. Manage stakeholder relationships appropriate to the work portfolio, including provider relationship management, Partnership Networks and work with users and carers, ensuring effective voice in development of new arrangements.
14. Lead negotiations to commission services with independent and private sector providers in relation to price and service requirements to meet local needs.
15. To work with other commissioners across the Tees Valley, North East and wider areas to share practice and develop more efficient and effective models for delivery as appropriate.
16. To deputise for the Assistant Director and the Director as appropriate.
17. To work outside of office hours as necessary.
18. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
19. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
20. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
21. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
22. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
23. Any other duties of a similar nature related to this post that may be required from time-to-time.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers".

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS INCLUDING A STANDARD DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS MADE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: July 2019

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

STRATEGIC COMMISSIONING MANAGER -SEND

CHILDREN & ADULTS SERVICES

POST NO – POS006904

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional qualification in Education, Health or Social Care or equivalent	E	
2	Evidence of degree level education or equivalent experience/qualification		D
3	Recognised qualification in commissioning and/or procurement		D
	Experience & Knowledge		
4	Evidence of detailed specialist knowledge across the portfolio area	E	
5	Understanding of the contemporary health and social policy and legislative frameworks, procedures and practices	E	
6	Approx. five years' experience recent of commissioning and developing services	E	
7	Approx. three years' experience of managing change and modernisation across services in the portfolio area	E	
8	Approx. five years' experience of consulting and engaging with a range of stakeholders in the development of commissioning strategies and service development.	E	
9	Experience of managing people, including performance development, with approx. 2 years' experience of working at a senior level	E	
10	Track record of delivering outcomes related to specific projects	E	
11	Approx. 5 years' experience of effective budget management, income generation and enablement of efficiencies which lead to savings	E	
12	Knowledge and experience of budget processes and practices	E	

	Skills		
13	Evidence of effective leadership skills, and performance development	E	
14	Demonstrable ability to plan, co-ordinate, analytical and organisational skills and experience of managing a range of complex programmes, plans and strategies	E	
15	Analytical and interpretational skills using a range of information sources and research methodologies, including the analysis of complex demographic and patient trends and audit techniques	E	
16	Ability to work collaboratively with both statutory and third sector organisations, users and carers	E	
17	Demonstrable track record in supporting/delivering the delivery of complex targets and objectives to tight deadlines	E	
18	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations), with a demonstrable ability to engage positively with individuals	E	
19	Evidence of resilience in a range of complex and demanding situations	E	
20	Ability to work to broad policy guidelines and use discretion and act on own initiative as required	E	
21	IT Literate, capable of using MS Word / Excel and office packages	E	
	Personal Attributes		
22	Evidence of a strong sense of commitment to openness, honesty, inclusiveness and personal integrity	E	
23	Evidence of personal achievement of results through strong teamwork and implementation strategies	E	
24	Evidence of continuing professional and personal development	E	
25	Commitment to local democracy and public services		D
	Special Requirements		
26	Satisfactory Standard DBS Check	E	
27	The ability to communicate at ease with customers and provide advice in accurate	E	

	spoken English		
28	Capable of independent travel to carry out the requirements of the post	E	
29	Ability to work outside of normal office hours as necessary	E	

