

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 01795

Service Area: Children's Strategic Commissioning

Grade: G9

Job Title: Commissioning Officer

PURPOSE OF JOB:

To undertake the commissioning of services for Lincolnshire's children and young people, across the full commissioning cycle, to understand needs, plan solutions, secure services, and monitor delivery to improve outcomes.

To be part of the Children's Commissioning Service with c.40 staff that work in a range of commissioning categories:

- Early Years, Family Hubs, Family Help and Public Health
- Mental Health, Learning Disability and Autism (on behalf of Lincolnshire Integrated Care Board (ICB))
- Education, Special Educational Needs and Disabilities (SEND) and Inclusion
- Independent Placements
- Children's Services Improvement

The service has the oversight of over 400 contracts worth around £120 million per year.

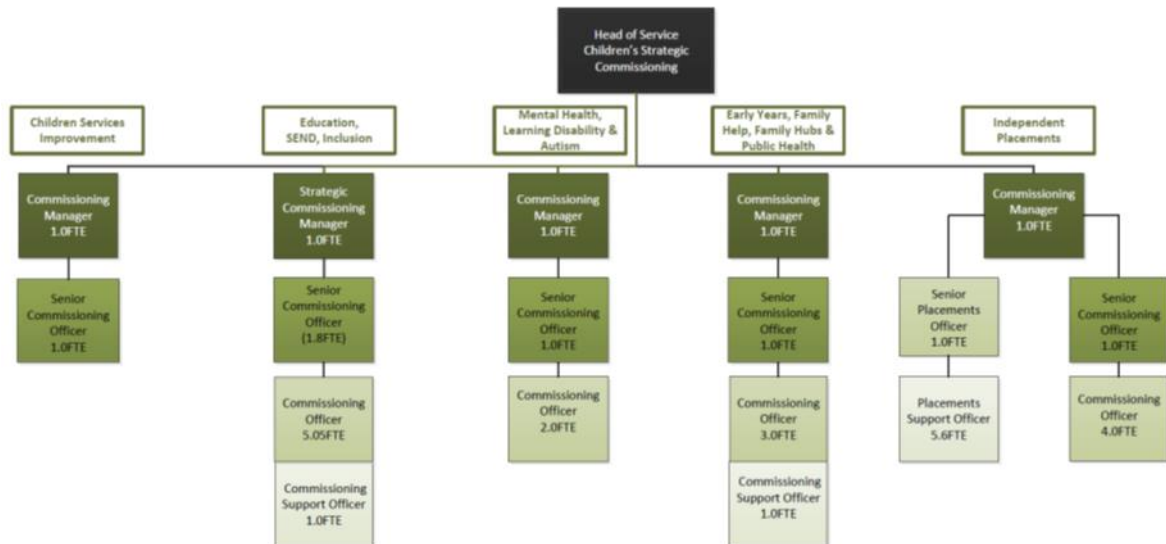
The post holder will lead and or/assist, as appropriate, on:

- reviewing and redesigning new and existing services that meet services user needs within budget allocations
- undertaking market analysis and market development to identify best practice delivery and encourage new entrants to the market as appropriate
- running tailored tendering processes ensuring contracts are awarded to providers that demonstrate value for money and high quality services
- implementing newly commissioned services
- analysing contract performance, identifying issues and proactively managing any contractual issues
- embedding new ways of thinking and working
- developing and maintaining strong, positive working relationships across service areas, with providers and partners
- helping develop tendering systems, processes and template documentation to ensure that they support others in the commissioning of services
- providing day to day leadership, advice and guidance and/or work within own area of responsibility as appropriate
- assisting with the delivery of a consistent strategic commissioning approach across the Council

- continuously looking for synergies and efficiency savings across the strategic commissioning areas.

TEAM STRUCTURE:

The structure is below:



MAIN DUTIES:

- 1 Carry out service reviews including but not limited to:
 - analysis and forecasting of population needs and demographic information
 - analysis of statutory requirements, policy, commissioning plans and best practice
 - analysis of service performance and management data
 - analysis of financial information and current use of resources
 - analysis of service user feedback
 - complete benchmarking of services
 - challenge the way services are commissioned presenting creative alternative options to continually improve value for money and to deliver savings
 - coordinate and conduct consultation with a variety of stakeholders including children, young people and their families some of whom may be vulnerable and/or have complex needs
 - manage and respond to internal and external communications including the media
 - undertake market analysis and engagement. Contribute to the stimulation and engagement of the market from an operational aspect, building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers and potential providers.
 - make recommendations on service configuration based on review findings and outline commissioning and decommissioning recommendations
 - write and present reports of findings to different stakeholder groups e.g. the Directorate Leadership Team, Corporate Leadership Team, Scrutiny Committees and Council's Executive
 - write and develop service specifications that reflect review findings
 - develop contract documentation with support from Legal Services
 - decommission services where appropriate in line with Council guidelines.

2	Run varying types of procurement exercises in line with regulatory and Council requirements. To lead on tender evaluation ensuring that bids are robustly analysed and bidders are communicated to throughout the process. To make recommendations to relevant decision makers with regard to the final award of contract
3	Manage new contract implementation in a timely manner to ensure that service users are not negatively impacted by a change of service and/ or service provider.
4	<p>Manage a portfolio of contracts and:</p> <ul style="list-style-type: none"> • ensure key performance indicators are robust and appropriate to help demonstrate the successful delivery of a service • analyse performance and finance information • analyse service providers compliance with Council contractual requirements e.g. Section 11 compliance, insurances and business continuity planning • coordinate and chair contract meetings • completing contract management documentation in a timely manner • identify and escalate any issues appropriately and set clear action plans for improvement • conduct service visits • provide feedback reports as requested to the Directorate Leadership Team, Scrutiny Committees, Executive and other forums • engage stakeholders including children, young people and their families in continuous feedback about services • build, manage and maintain strong relationships with service providers • maintain databases adhering to policies and procedures,
5	Complete equality impact assessments and ensure any changes to services are consulted on appropriately.
6	Build relationships and work closely with commissioning and procurement professionals both internally within the Council and externally e.g. Education and Health Commissioners and other Local Authorities and share best practice approaches to commissioning and procurement activities.
7	Represent Lincolnshire County Council at regional and national forums and on strategic working groups as appropriate.
8	Help write strategy documents as requested.
9	Deputise for the allocated line manager, at both internal and external events as circumstances require.
10	<p>Provide day to day leadership as appropriate to deliver the agreed priorities within commissioning strategies, working collaboratively with providers (including statutory and non-statutory partners):</p> <ul style="list-style-type: none"> • provide expert advice and guidance as appropriate for own area of expertise • deliver a personal portfolio of projects and/or specific work • coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • demonstration of the Council's values- collaborative, adaptable, responsible, eco-conscious, supportive.
11	Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.

12	Ensure Council resources are optimised and utilised effectively and efficiently.
13	Look to continuously improve services in area of responsibility, managing within allocated budgets and, identifying where possible, additional value.
14	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations
15	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence.
16	As an employee, create a positive image of the County Council.
17	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
18	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
19	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Educated to degree level or equivalent professional qualification or experience	A	✓	
Have commissioning knowledge, skills and professional experience in one or more of the following: <ul style="list-style-type: none"> Needs assessment Service review Service design Procurement Contract management Report and strategy writing 	A, I	✓	
Have a good understanding or experience of public sector working including in a political organisation	A/I	✓	
Have a detailed knowledge and understanding of recent legislation and trends across services for children, young people and families.	A/I	✓	
Experience of working with and/or on behalf of children, young people and their families.	I	✓	
Excellent analytical and negotiation skills.	A/I	✓	

An ability to make informed and sometimes contentious decisions that may have an impact on service users.	A/I	✓	
Skills in effective partnership working, influencing people and networking.	A/I	✓	
Experience of using data management systems	A/I		✓
Experience of analysing financial information	A/I	✓	
Experience of project management	A/I		✓
Excellent presentation, written and verbal communication skills	A/I	✓	

* A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to Lincolnshire County Council's Values and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.