

## Job Description and Person Specification

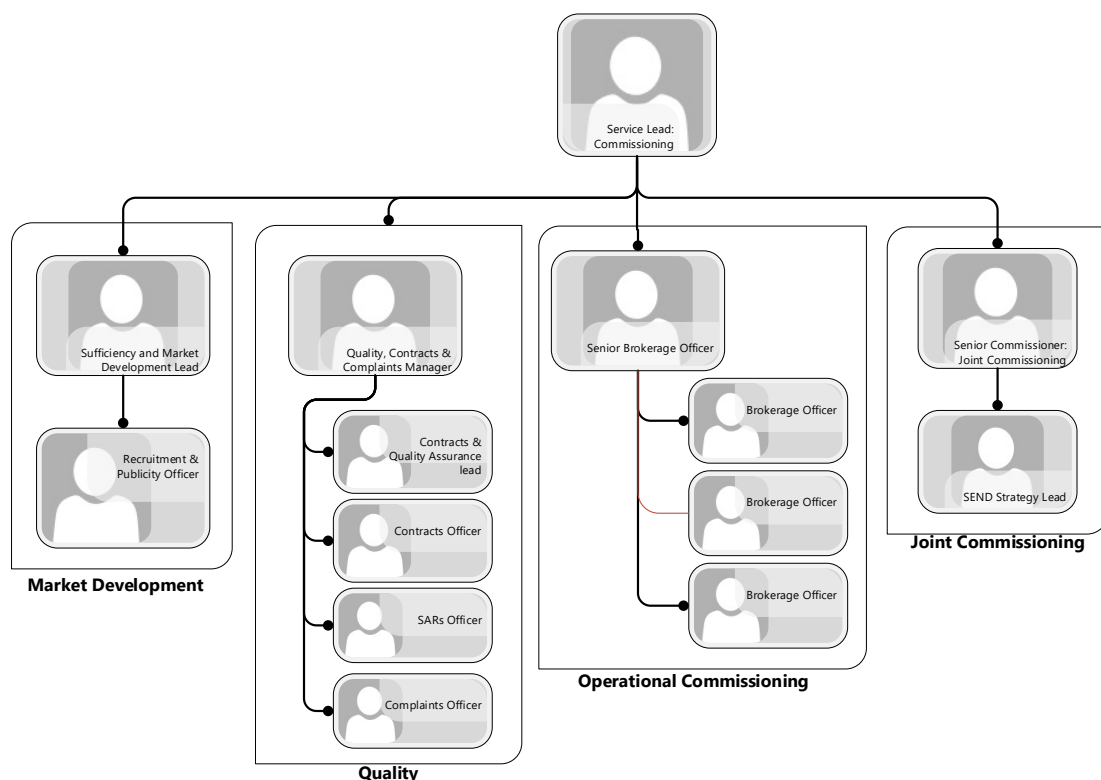
<b>Job title:</b>	Sufficiency and Market Development Lead
<b>Directorate:</b>	People (Children's)
<b>Service:</b>	Education
<b>Team:</b>	Children's Commissioning
<b>Post number:</b>	05582
<b>Salary grade:</b>	K
<b>Work location:</b>	Newbury, Market Street
<b>Reports to:</b>	Service Lead: Commissioning
<b>Supervises</b>	Recruitment & Publicity Officer

### Job Purpose

To ensure that there is a local sufficiency of high-quality specialist support services which meet both the current and future needs of our children and young people. This will enable the local authority to commission the right services, in the right place and at the right time. The role will also work to ensure that the local authority delivers value for money when procuring external services and will work closely with providers from across the private and voluntary sectors to achieve this.

The role will lead on all market shaping and engagement activity on behalf of children's services and will support the local authority to deliver its Duty of Sufficiency (Children's Act 1989). They will support market development of: *fostering, residential care, supported accommodation, residential schools, independent non-maintained special schools and alternative provision.*

### Structure Chart



## Main Duties and Responsibilities

### Main Duties of Role

- To develop an understanding of the current and future demand for specialist children's support services in West Berkshire. Based on this analysis, develop coherent strategies to ensure an ongoing sufficiency of provision.
- Articulate the current and future needs of the child population, as well as the strategies that the local authority is adopting, in coherent Sufficiency Strategy documents and Market Position Statements.
- Develop clear action plans which identify the activity that the council will undertake to deliver value for money and a sufficiency of local provision. Deliver these plans, co-ordinating activity across the council and regularly reviewing progress and updating plans accordingly.
- Lead on all market management and engagement activity on behalf of children's services, developing close working relationships with suppliers from across the public, voluntary and private sectors.
- Seek innovative ways of working or partnerships which will support the local authority to deliver both sufficiency and value for money. Develop proposals and business cases to support progression of this work.
- Support the development of a local market which delivers value for money, working closely with the Children's Placement Team to achieve this.
- Will act as the local authority representative at regional commissioning/consortia meetings.
- Working with Corporate Procurement and the Contracts and Quality Assurance Manager, they will develop contracts and procurements. This role will take a lead for the development of Service Specifications.
- Will be responsible for the Council's in-house recruitment strategy for foster care. Will provide oversight, support and direction to the Recruitment and Publicity Officer.
- To provide management cover across the Children's Commissioning Team as required, including the Children's Placement Team.
- To undertake any other duties commensurate with the grading of the post as and when required

### Service Management

To assist the Head of Service in providing strong and effective management of the service area through:

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within the management team.

## Main Duties and Responsibilities

- Leading / supporting service area projects, as required, including consulting with service users to ensure the views of all sectors of the community/Council are reflected in the recommendations.
- Participating in corporate projects and initiatives, as required.
- Building positive working relationships with Council Members and assisting them in the performance of their duties at service and ward level.
- Promoting good external relations, and promoting the interests of the Council, by, for example, representing the Council at regional and local levels
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the management team and contributing to the service area's Equality Impact Assessments.

## Management Responsibilities

All managers are expected to undertake the following responsibilities to ensure sound and robust leadership and management of the management team through:

- Continuously reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Meeting the Council's Customer Service standards
- Effective financial management and ensuring effective financial control against allocated budget
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance.
- To manage recruitment, retention and induction activity for their teams to ensure both new and current staff are provided with a positive welcome to WBC.
- Undertake effective and appropriate communications and engagement with their teams in accordance with the Council's Communications and Engagement Strategy including but not limited to: 121's, appraisals, team meetings and other management activities to ensure their teams are engaged and informed on WBC priorities.
- Effective performance management, including implementation of the Council's performance management practices and the setting and monitoring of service standards.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.
- To lead by example and support the Council's Wellbeing Principles.
- Embedding the Council's agreed Risk Assessment practices throughout the team.
- Manage resource requirements and the impact on resources of their teams to ensure corporate priorities can be achieved and to escalate risk where necessary using risk management procedures.
- Adhere to the standards set out in the WBC Behaviour Framework for staff and managers and to ensure their associated teams are held accountable to these standards of behaviour.

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
A degree level, equivalent qualification or relevant professional experience commensurate with the role	E	A
Evidence of personal commitment to continuous professional development and improvement	E	A
<b>Experience</b>		
Significant experience of working in a commissioning or procurement role.	E	A
Development of policy or strategy documents which are informed by analysis.	E	A
Experience of leading the development of business cases or option appraisals	E	A
Experience of working with private or voluntary sector organisations operating in the education, SEND or social care sector	D	A
Experience of presenting in public and leading forums or public events.	E	A
Previous experience of market management, business development or service redesign	D	A
<b>Knowledge and understanding</b>		
A good understanding of the commissioning cycle, including both procurement and contract management in a public sector context	E	I
Good understanding of the legislative framework for safeguarding children and vulnerable adults	E	I
A very good understanding of the children's social care and special educational needs sectors, including the role played by private and voluntary sector organisations.	E	I
<b>Skills and abilities</b>		
Highly skilled communicator with excellent interpersonal skills. Able to build and maintain strong working relationships.	E	I
Excellent presentation skills, with an ability to lead/facilitate large events.	E	I
Has the skills and confidence to appropriately challenge decisions that do not deliver the best outcomes for young people or value for money for the local authority.	E	I
Excellent analytical skills, with an ability to identify key issues/themes from large datasets.	E	I
Innovative. Ability to facilitate change and support continuous improvement across an organisation or service.	E	I
Highly skilled in development of coherent and evidence-based strategy documents and action plans.	E	I
Excellent project management skills with an ability to lead teams through matrix management arrangements.	E	I
Commercially astute and skilled in negotiation	E	I
Good ICT skills and confident using products such Word, Outlook, Excel, and Teams.	E	I
Ability to develop productive working relationships with colleagues and stakeholders	E	I
Ability to use resources effectively	E	I
Ensure customer service excellence is at the forefront of decisions	E	I

around service provision		
Able to lead by example and comply with the Behaviour Framework	E	I
To be able to work collaboratively with internal and external stakeholders	E	I
To be able to recognise successes and take feedback to improve service delivery	E	I
<b>Work-related personal qualities</b>		
Delivery Through Collaboration – evidence of working collaboratively with others, with dignity and respect to deliver role objectives.	E	I
Effective Communication and Engagement – to be able to communicate in a wide variety of forms as required by the role and to take account of the views of others.	E	I
Customer Excellence – Child focused and committed to improving outcomes for vulnerable children.	E	I
Responsibility and Accountability – able to be responsible for own actions in order to deliver the Council's Strategy and Service Priorities.	E	I
Continuous Learning and Recognition – evidence of continuous learning and willingness to learn.	E	I
Managing Change – open to new ways of working and embracing change.	E	I
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	I
Able to attend ad hoc meetings across Berkshire as required.	E	A
Enhanced DBS check with relevant barred list/s	Yes	
Is this post politically restricted?	No	

*NOTE: A/I – Application or interview stage for assessment to be considered – manager to complete as appropriate.*

## West Berkshire Council's Behaviour Framework

