



achieving
for children

Senior Placement & Commissioning Officer (SEND)

Scale point: 33-36 | Based in Guildhall 2, Kingston/Full-Time

About the service

The roles within this service will focus on working in partnership with families, providers and other AfC services to identify outcomes and then to commission services to best meet the needs of young people with SEND to enable them to progress towards adulthood. Although we are accountable for the outcomes this is jointly with partners and often with little direct operational control. In order to achieve outcomes, we are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results. At the lower levels, we undertake specific commissioning for discrete services. At the higher level, we set commissioning outcomes across a broad range of thematic services. We will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. We deal with the most complex problems and issues within the boundaries of technical or professional skill and knowledge and make recommendations on procedural improvements and other initiatives to enhance team performance. This team requires a level of professional expertise to work with delivery partners to ensure the effective delivery of a service.

About the role

The Senior SEND Commissioning Officer will demonstrate a great understanding in either education, health and/or social care commissioning which enables them to provide strong monitoring and oversight of complex cases that have been referred to the team. The scope of complexity includes jointly funded provision, quality assurance of residential special schools and bespoke high cost provision. The post holder will represent the team in both external and internal decision-making forums, and multi-agency discussions to ensure that decisions are made which put children and young people at the centre, but equally represent the most efficient use of public resources. The post holder will be skilled at building relationships with commercial providers, undertaking necessary quality assurance activities so that Achieving for Children remains confident that young people with SEND are safe and supported. There is an expectation to work closely with the wider SEND service to advise on complex cases and contribute towards service operations. As part of ongoing development of the SEND Commissioning function, the post holder will lead on a number of projects related to their area of expertise. The postholder is expected to line manage and/or provide guidance to other members of the SEND Commissioning Team, under the direction of the SEND Commissioning & Partnerships Lead. From time to time, they will be required to deputise for the SEND Commissioning & Partnership Lead.

About you: our role specification

Qualifications

- Educated to a degree level and/or significant experience of commissioning in this or a related area

Skills and experience

- Experience in leading a team, undertaking line management, performance management and change management.
- Understanding of relevant SEND legislation (including Children & Families Act 2014 & SEND Code of Practice)
- Significant experience of market shaping and management, needs analysis, development of sustainable commissioning strategies/intentions, stake-holder engagement/consultation, contract management and performance of placements for SEND and social care.
- Experience of building strong partnerships, maintaining relationships and co-producing solutions to challenges across a diverse set of stakeholders, including significant experience of working with providers to promote cost effective working relationships maximising customer experience and positive outcomes for service users and their carers/families.
- Proven ability to effectively use data, intelligence and evidence to create meaningful insight and to inform own decision making.
- Advanced knowledge of delivering commissioned services/placements within and to budget and meeting identified and agreed savings targets.
- Experience of developing innovative contracting approaches and taking remedial action when required to achieve positive outcomes for service users, carers and communities, including optimising the use of new/enhanced technologies that are proven to improve outcomes.
- Strong awareness of ensuring commissioned service provision is appropriately contract monitored, including the monitoring of the financial performance of services and the early identification of financial risk/pressures.
- Experience of keeping and maintaining records (in accordance with local policy) and producing accurate reports, presentations, written updates to a range of stakeholders.
- A proven track record as a successful commissioning experience within the public sector, with direct experience of leading the commissioning of services for children and families
- Experience of addressing specific equality or diversity issues within your practice with colleagues/service users and taking action to solve them.

Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, empower. respect) to support children and young people to live safe, happy, healthy and successful lives.
- Able to use a range of digital hardware or software to support your work effectively i.e. microsoft or Google software.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking and to work flexibly and independently with limited management oversight.
- Personal determination, drive, energy and ambition to achieve challenging objectives, celebrate success and deliver excellent outcomes for children using a strength based approach.
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families.
- Good communication and interpersonal skills and negotiating and influencing skills.

The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.

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