



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Commissioning Relationship Lead, Children & Families

Grade: PO3

Directorate: Children and Families

Department: Childrens Social Care & Family Help/SEND and Inclusion

Responsible to: Head of Service, Quality Assurance and Practice Improvement

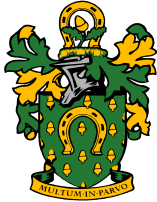
Purpose of the Job:

To support the Directorate Management Team to identify savings and achieve value for money in relation to placement commissioning across the SEND and Children's Social Care services.

To review and quality assure existing placements and contracts to ensure value for money across the SEND and Children's Social Care arena.

Main Responsibilities

- To manage the effective commissioning of the Children's Services Placements, leading the design and development of quality services which improve outcomes and meet the needs of Rutland children, ensuring services reflect recognised best practice, and adapt to changing requirements.
- To support team and service managers with commissioning priorities and support team development in seeking to commission placements.
- To be responsible for compiling reports for HoS to be presented to Cabinet and Scrutiny Committee to highlight progress with commissioning priorities and budget savings.
- Preparation of quarterly reports to the children services commissioning group chaired by the DCS.
- Undertake quality assurance of placements to ensure that they meet the needs of children and young people.
- To produce tender documents for commissioning of services to meet the needs of Children's Services.
- To attend the regional commissioning group meetings alongside the HoS for commissioning to support development of children's services commissioning agenda.
- Analysis of performance and trends in referrals to build up information/intelligence upon which to draw commissioning priorities for the coming year.



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- To support the development of in-house services – fostering in particular, learning from our commissioned placements and supporting RCC to bring this in house.
- To ensure delivery of the Children's Services strategic commissioning priorities and agreed outcomes, and that these are aligned with other work across the Council and external partners.
- To produce key strategic documents such as needs assessments and Market Position Statements to support commissioning and drive their implementation across the relevant Directorate.
- To establish and oversee market management activity, including the development and implementation of service provider consultation (Soft Market Testing) to align the market with identified needs and with gaps in provision.
- To undertake strategic reviews of areas of business, informed by Children and families' feedback, provider/supplier engagement, and identified service gaps and unmet needs.
- To lead fee and price negotiations at a service level, working with the relevant operational team to ensure any agreed changes meet with service requirements and are within available budgets.
- To maintain up to date knowledge of, and proactively review, legislation, policy and practice guidance, and best practice, and incorporate it into the Directorate commissioning activity and contracts, ensuring providers and internal stakeholders are aware of its implications,
- To devise new and creative service delivery models for both internal and external providers to meet service users' needs and to maximise value for money for the Council, working proactively with operational managers to implement service changes.
- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and Outcomes

- Work proactively with the relevant managers across the Council to set the future direction of commissioning activities and develop a workplan accordingly.
- Demonstrate an understanding and empathetic approach to the needs of service users and a commitment to the delivery of quality services for vulnerable people.
- Be proactive and accountable for delivery of the service, actively support new initiatives and try different ways of doing things.
- Understand and be sensitive to organisational culture and politics across Rutland County Council, and in external organisations including providers.



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- Be confident, assertive and challenge appropriately to drive change within internal and externally commissioned services, and flexible and adaptable to meet provider, service user, and internal needs.
- Be confident in identifying risk and its implications, and in proactively managing and mitigating risk, both within the service and within the wider marketplace.
- Build positive working relationships, and manage complex relationships, to deliver the best outcomes for residents and service users.
- Contribute to the continuous development of commissioning practice which will include regular input and observation of key decision-making resource Panels, to ensure the business meets changing needs provides transparency and clarity for customers, externally and internally and operates within relevant statutory guidance.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Dimensions

- To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
- To deliver tangible cost savings on placements across Children's services including meeting the Delivering Better Value agenda.
- Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

| Essential | Method of Assessment * |
|--|------------------------|
| Educated to Degree/NVQ level 5 level standard or equivalent or have equivalent relevant experience in commissioning. | A/D |
| Desirable | Method of Assessment * |
| Knowledge of children's services and DBV agenda. | A/I |

EXPERIENCE/KNOWLEDGE

| Essential | Method of Assessment * |
|--|------------------------|
| Experience of commissioning services and service development working in a relevant business environment within a medium size and /or complex organization, working with a range of stakeholders. | A/I |
| A track record of continuous professional development in commissioning and procurement. | A/I |
| Knowledge of current legislation and policy, relevant to the commissioning of local authority services, and the challenges facing the operational delivery of those services. | A/I |
| Experience of redesigning, and managing and implementing change to service models and delivery. | A/I |
| Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery. | A/I |
| Experience of involving and engaging service users in the development of services. | A/I |
| Proven track record of managing a varied workload, completing projects and tasks on time and within set parameters. | A/I |



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|--|-----|
| Experience of providing advice and guidance to internal and external stakeholders. | A/I |
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| Desirable | Method of Assessment * |
|---|------------------------|
| Knowledge and understanding of relevant statutory duties and services provided by Local Government. | A/I |
| Experience of working with elected Members | A/I |

SKILLS

| Essential | Method of Assessment * |
|--|------------------------|
| Highly developed liaison and negotiation skills | A/I |
| Ability to work within policy and legislative frameworks | A/I |
| Ability to communicate with service users, their families and relevant members of their support networks, colleagues and other agencies clearly and effectively. | A/I |
| Personal and professional credibility and a high level of probity and integrity. | A/I |
| Commitment to high performance and continuous improvement. | A/T |
| Excellent report writing skills including policies and strategic documents. | A/T |
| Excellent oral skills including delivery of formal presentations, in order to influence, persuade and negotiate. | I/T |
| Strong analytical and problem-solving skills, and attention to detail. | A/I |
| Sufficient IT skills to work with spreadsheets, database and e-mail. | A/I |
| An ability to take calculated risks and embrace change | A/I |



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EQUALITY AND DIVERSITY

| Essential | Method of Assessment * |
|--|------------------------|
| Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. | A/I |

OTHER

| Essential | Method of Assessment * |
|---|------------------------|
| Flexible in working patterns to fulfil commitments of the role and team. | A/I |
| Willingness and ability to visit other sites as and when required. | A/I |
| Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team. | I |

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

| DATE | CHANGE - YES/NO | PREPARED BY (Name & Position Title) |
|----------------|-----------------------|--|
| December 2023 | No – new post | Emma Sweeny, Head of Children's Social Care and Family Support |
| September 2025 | Yes – updated wording | Sarah Gill, Interim Head of QA & PI |
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