

Job description

Job title:	Senior Commissioner (12 month fixed term contract – Maternity Cover)		
Directorate:	People	Salary:	£49,817 - £55,224 per year Plus £753 London Weighting
Section:	Commissioning	Grade:	E, SCP37-42
Location:	Time Square	Work style:	Flexible

Key objectives of the role

- Lead commissioning activity for a new Education Transport Framework, ensuring professional, effective and compliant delivery throughout the Year One mobilisation period.
- Lead the development of an Alternative Provision Framework, potentially in partnership with local authority partners, including provider market management and development.
- Undertake complex commissioning activity across a broad range of services for children and young people, with a particular focus on Education, Learning and SEND.
- Lead provider monitoring visits for high-value, strategically important services, including responding swiftly and effectively to contractual breaches, performance concerns, and service delivery issues.
- Lead price negotiations for key services, securing value for money while delivering positive outcomes for the Council and children and young people.

Designation of post and position within departmental structure

The post will be accountable to a Strategic Commissioning Manager with no direct line management.

Daily and monthly responsibilities

Delivery and Leadership

- Reporting to the Strategic Commissioning Manager, lead and manage a complex portfolio of commissioning activities across the People Services Directorate.
- Take responsibility for achieving agreed outcomes and delivering priorities effectively, including managing a portfolio of contracts and commissioning projects.
- Model the Council's values and behaviours, maintaining high standards of personal productivity and working in accordance with Council policies, procedures and governance requirements.
- Provide specialist expertise across all aspects of commissioning, offering advice, support and leadership to colleagues and senior managers.
- Utilise the tools, systems and processes established by the Head of Strategic Commissioning to monitor, manage and report on performance and delivery.
- Ensure commissioning activity delivers excellent value for money and supports the effective use of public resources.

BFC CONFIDENTIAL

- Participate in appraisal, supervision and performance management processes, contributing to the achievement of service aims and objectives.
- Take advantage of learning and development opportunities and demonstrate a commitment to continuous professional development and service improvement.
- Provide clear, balanced and evidence-based advice to senior managers on strategic and operational service issues, opportunities and challenges.
- Identify opportunities to improve outcomes, develop innovative approaches, adopt best practice and explore commercial opportunities.
- Utilise the tools, systems and processes established by the Head of Strategic Commissioning to monitor, manage and report on performance and delivery.
- Ensure commissioning activity delivers excellent value for money and supports the effective use of public resources.
- Participate in appraisal, supervision and performance management processes, contributing to the achievement of service aims and objectives.
- Take advantage of learning and development opportunities and demonstrate a commitment to continuous professional development and service improvement.
- Provide clear, balanced and evidence-based advice to senior managers on strategic and operational service issues, opportunities and challenges.
- Identify opportunities to improve outcomes, develop innovative approaches, adopt best practice and explore commercial opportunities.

Responsibilities

- Work collaboratively with operational teams supporting children and young people to understand needs, performance, operational challenges and opportunities for improvement.
- Engage effectively with staff at all levels and across partner organisations to inform commissioning and service development.
- Contribute to the development and delivery of commissioning strategies, sufficiency plans and market development activity.
- Manage a portfolio of contracts, including high-risk and high-value arrangements, ensuring effective performance, quality and value for money.
- Build and maintain effective relationships with other local authorities, health partners and wider stakeholders to support joint working and integrated approaches.
- Act as contract manager for complex contracts, ensuring delivery against agreed specifications, outcomes and performance targets, and taking appropriate action where performance falls short.
- Ensure the voices and experiences of children, young people, families and carers inform service design, commissioning, review and improvement.
- Promote the safeguarding of vulnerable people through robust commissioning and contract management arrangements, including the timely identification and escalation of concerns.
- Identify and deliver savings, efficiencies and other opportunities to maximise the value and impact of commissioned services.

Technical Area Responsibilities:

Commissioning Reviews

- Lead and deliver commissioning reviews, change management and service development projects as prioritised by the Head of Commissioning and People DMT.
- Undertake commissioning reviews in accordance with agreed methodologies, ensuring effective use of resources, timely delivery and achievement of intended outcomes.
- Contribute to the Council's transformation programme by supporting and leading agreed transformation workstreams.
- Ensure all commissioning and transformation activity is delivered consistently and effectively, in accordance with Council policies, procedures, governance requirements and statutory duties.

Market Oversight and Development

- Support the development and delivery of the department's approach to market oversight and development across People Services.
- Act as a subject matter expert in market development for children and young people's services.
- Develop and maintain strong, effective relationships with existing and potential providers across the voluntary, community and private sectors.
- Support the maintenance and continuous development of the Council's market intelligence, provider database, operating procedures and related systems.
- Contribute to the development and implementation of commissioning and sufficiency plans.
- Lead and deliver allocated market development projects in accordance with agreed methodologies, priorities and timescales.
- Maintain a strong understanding of best practice, market trends and emerging developments relevant to commissioning and market development.
- Support care governance, performance and quality assurance arrangements, including participation in relevant governance boards and forums.
- Work collaboratively with providers, service users, carers and partners to develop responsive markets and ensure commissioning plans are informed by outcomes and co-produced wherever appropriate.

Contracting and Procurement

- Support the development and continuous improvement of the Council's approach to contract management, monitoring and performance.
- Contribute to effective governance, oversight and reporting of contract performance, risks, issues and opportunities.
- Support colleagues to ensure contracts have clear outcomes, appropriate performance measures and achievable targets.
- Provide specialist advice and support to colleagues on contract management, procurement and commissioning activity.
- Lead allocated procurement exercises, working collaboratively with colleagues and partners to secure high-quality services and the best outcomes for local residents.
- Work closely with the Council's Corporate Procurement Team to ensure procurement activity complies with relevant legislation, Council requirements and best practice.
- Support the maintenance and development of the People Services contract register.
- Support colleagues to ensure robust processes are in place for the quality assurance and due diligence of new providers, contracts and service arrangements.

The duties and responsibilities outlined above are not intended to constitute an exhaustive list of the duties of the post. They are intended to provide an overall indication of the scope and level of responsibility of the role and may be subject to amendment in response to changing service priorities and organisational requirements.

Scope of role

This is a demanding post requiring extensive experience of commissioning, strong technical expertise and the ability to influence and work collaboratively with colleagues, providers and partners at all levels.

Experience of working with education and SEND provider markets, ideally including education transport providers, together with strong project management skills, is essential.

The post-holder will be responsible for managing complex projects and areas of work delivered through matrix management arrangements. This will include coordinating and influencing colleagues from a range of professional disciplines to deliver agreed tasks, outcomes and priorities.

The success of the post will directly contribute to the People Directorate's ability to deliver within budget, secure value for money and achieve positive outcomes for children, young people, families and residents.

The post will be accountable to the Strategic Commissioning Manager to:

- Ensure the safe, effective and efficient management of staff and resources.
- Provide leadership and oversight to staff through matrix management arrangements for assigned projects and workstreams.
- Manage a portfolio of contracts, including high-value and high-risk arrangements, with significant financial implications and potential impact on the wellbeing and outcomes of vulnerable children, young people and adults.
- Lead and deliver identified savings and efficiencies, expected to exceed £100,000 annually, through effective contract management, negotiating, commissioning activity and delivery of improvement projects.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Degree level qualification, or significant equivalent experience and training Evidence of continued professional development Evidence of training in relation to commissioning and related disciplines	Higher degree Appropriate accreditation/ registration with a professional body
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children and young people and promoting their welfare. Knowledge: Understanding of relevant legislation, statutory guidance and national policies including: • Children Act 1989 – Core framework for safeguarding and promoting the welfare of children • Children Act 2004 – Strengthens safeguarding duties and multi-agency working • Working Together to Safeguard Children (statutory guidance, not an Act but essential) • Education Act 1996 – General framework for education provision • Children and Families Act 2014 • National SEND reforms, Education, Health and Care Plans (EHCPs) • Special Educational Needs and Disability Regulations 2014 • Equality Act 2010 – Protection from discrimination, including disability	

Thorough understanding of
commissioning methodologies

Up to date knowledge of issues and
legislation relating to Education and
SEND and an understanding of the
Government agenda.

Specific to client group areas:

- Knowledge of major issues
facing Local Government,
NHS Trusts and the private
and independent Health and
Social Care sectors.
- Knowledge of major issues
facing children's services

Specific to technical areas:

- Excellent understanding of
market development
methodologies
- Excellent understanding of
project management, change
management and service
development
- Excellent understanding of
contracting and procurement

Experience:

Experience of undertaking all
aspects of the commissioning cycle

2 years' experience of working as a
commissioner in children's or health
services, including Education and
SEND.

Professional expertise and
experience in relation to
commissioning, market development
and contracting

Experience of leading / managing
projects / transformation activities /
changes

Experience in planning, managing,
and reviewing change and
improvement programmes.

Experience of planning and
influencing financial and other
resources.

Demonstrate success delivering
within a performance culture,

Evidence of high level oral, written and presentation skills to enable the post-holder to communicate effectively with a range of staff, managers, and other stakeholders at all levels.

Skills:

Proven ability to analyse data and present in a meaningful way to inform decision making

Effective problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them

Process orientated and organised – capable of devising, developing, and maintaining systems to ensure effective and consistent commissioning and reporting

Highly developed and effective communication and inter-personal skills. Works collaboratively with others to deliver the best outcomes.

Effective change management skills and evidence of leading sustained improvements

Influencing skills, and ability to achieve own and partnership objectives through joint working

Presentation skills (qualitative and quantitative data) adapted for different audiences.

**Work-related
Personal
Requirements**

Ability to work strategically

Ability to work collegiately with colleagues

Ability to support and motivate staff to deliver projects in multi-disciplinary teams

Astute and able to work in a politically sensitive environment

Empathy with and ability to instil confidence in colleagues, partners, and residents

Proactive and self-motivated

Able to recognise and manage conflicting pressures

Able to work both collaboratively and independently using own initiative

Role model the Bracknell Forest Values and Behaviours

Make the right, transparent decisions and stand by them

Coach for growth and improvement

Asks for, reflects upon, and acts on feedback

Energy, drive, commitment, and innovation to ensure strategic development of services

Other work requirements	The post holder must hold a full UK driving licence (or valid equivalent).
--------------------------------	--

Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.
---	--

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.