

Job Description

Department:	Commissioning
Division/Section:	Children's Commissioning
Job Title:	Commissioning & Contract Lead (Part-time - 18.5 hours per week)
Post No:	TBC
Grade:	Grade 10
Reports to:	Commissioning Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget: (Per annum)	n/a
Job Purpose:	Commissioning & Contracts Lead for a Specialist Provision To contract manage and have commissioning oversight of the delivery of a bespoke Residential Care Package within a specialist provision in Peterborough. To independently manage and undertake all tasks and processes relating to the resettlement and transition of a young person from a Tier 4 hospital setting to their bespoke Ofsted registered accommodation and care provision in Peterborough.

	<p>This will include the mobilisation of an awarded care provider contract, interfacing with a range of stakeholders to ensure a successful discharge, transition and move-in to the bespoke specialist provision within project plan timelines.</p> <p>To lead the programme of work as per project plan to ensure that a project management approach is built into all aspects of the work, working with key stakeholders and partners to deliver the statutory responsibilities of the commissioners - Peterborough City Council [PCC] and the Cambridgeshire and Peterborough Integrated Care Board [C&P ICB].</p> <p>Take a lead role in the development and implementation of quantitative and qualitative national and locally agreed outcomes across a range of areas, as well as contract management of specific performance indicators for commissioned provision.</p> <p>Focus on improving existing [and exploring different] ways of working to deliver services with high quality outcomes for children and young people.</p> <p>Build effective partnership working processes and relationships with a wide group of both internal and external stakeholders.</p> <p>Implement, mobilise and contract manage the delivery of a robust and resilient specialist provision.</p> <p>Undertake any additional activity as agreed by Children's Commissioning.</p>
--	--

Main Duties and Responsibilities:

<ul style="list-style-type: none"> • To lead on and undertake comprehensive contract management of contracts including periodic analysis of performance information and on-site monitoring visits. • Ensure that all commissioned service provision is appropriately risk assessed and contract monitored, including the monitoring of financial performance, identification of financial risk/pressures; and ensuring senior leaders are well informed of the quality and performance of commissioned services. • Working with colleagues within PCC and the C&P ICB to ensure the terms of relevant contracts and agreements are fully complied with; including escalating issues to the relevant authority where appropriate. • Produce and present a range of reports relating to contract performance, advising and recommending developments and improvements to enhance the outcomes of the service at relevant programme and governance boards; including PCC Cabinet and the C&P ICB Chief Operating Team. • Manage day-to-day contracting queries and provide expert advice relating to the contract within this portfolio. • To develop and implement quality assurance and performance measurements which enhance the delivery of the service and mitigate risks against underperformance. • Ability to challenge performance and drive quality improvement through contract management and monitoring. • Manage disputes with commissioned providers and investigate issues of concern and safeguarding; including maintaining effective relationships with regulatory bodies to promote the sustained delivery of high-quality service provision. • To implement where contracts are not performing, robust improvement frameworks ensuring the service reaches the required standard in the agreed timescales. • Oversight of all financial administration and oversight of the services which sit within the programme.

	Date Issued: February 2017	Last updated: June 2023
--	----------------------------	-------------------------

<ul style="list-style-type: none"> • To develop effective and creative networks and working relationships with a range of stakeholders to support the delivery of the programme now and in the future [post 18]. • Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues. • To have oversight of any relevant specified budgets. • Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of budget management responsibilities. • To ensure the programme is delivered within agreed cost and timescales. • Support continuous and meaningful engagement with practitioners/clinicians and other professionals to achieve milestones and drive-up quality, review models of service design and resource allocation. • To continuously review contracting approaches to ensure they are fulfilling requirements of the service objectives. • To identify and independently progress areas for collaborative working, service improvement or redevelopment with key stakeholders across organisations and agencies. • Develop productive and effective working relationships with all internal and external stakeholders. • To manage and administrate all meetings and governance boards associated with this work programme. 	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 15.02.24

COMPLETED BY: Zoe Redfern-Nichols

	Date Issued: February 2017	Last updated: June 2023
--	----------------------------	-------------------------

Person Specification

Job title:	Commissioning & Contract Lead	Directorate:	Adult's Services
Grade:	Grade 10	Service / Team:	Children's Commissioning
Date:	15.02.24	Completed by:	Zoe Redfern-Nichols

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Understanding and experience of applying project management principles and methodologies to specific projects or programmes of work. (A&I) Extensive knowledge of commissioning processes, policy and procurement functions. (A&I) Detailed knowledge of legislation applicable to Children in Care, SEND Reforms for children with an Education, Health and Care Plan, and relevant understanding of Section 117 responsibilities [Mental Health Act 1983]. (A&I) Knowledge and an up-to date understanding of: <ul style="list-style-type: none"> - best practice initiatives and, - government policies/NHS policies in relation to the job role. (A&I) 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to matrix manage within a complex programme of work. (A&I) Excellent partnership working skills, developing relationships with a number of key bodies and individuals both internal and external. (A&I) Ability to manage the complexity of commissioning, planning and monitoring project activity concurrently. (A&I) Able to manage resources according to a number of conflicting priorities. (A&I) 	

	Date Issued: February 2017	Last updated: June 2023
--	----------------------------	-------------------------

	<ul style="list-style-type: none"> • Able to lead meetings with providers and partners and to advise of progress and possible barriers to contract success. (A&I) • Ability to analyse complex information, negotiate solutions and accurately assess levels of risk associated with the successful implementation of the contract. (A&I) • Demonstrate sound judgement and initiative in the absence of any clear precedent or guidelines. (A&I) • Ability to challenge ways of working and persuade, motivate and influence others to change practice where necessary. (A&I) • Excellent organisational skills. (A&I) • Problem solving-solution focused work ethic • Excellent communicator. (A&I) • Effective risk management assessment skills/mitigation. (A&I) • Strong leadership skills. (A&I) • Ability to effectively prioritise and manage time/deadlines. (A&I) • Ability to manage/oversee complex programmes of work and their interdependencies. (A&I) • Excellent attention to detail • Ability to collate core information and produce accurate and validated project management schedules and reports. (A&I) 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of commissioning, procurement and contract management and developing innovative and successful services in a demanding multi-agency environment. (A&I) • In-depth experience of managing contracts with a range of internal and external partners. (A&I) • Experience of providing advice to operational and senior managers within large diverse organisations. (A&I) • Experience of working with the voluntary and community sector. (A&I) • Experience as a Children's Service Commissioner (CiC/CWD/SEND) within a Local Authority or Health setting. (A&I) • Experience of working with a range of stakeholders. (A&I) • Experience of managing complex programmes and projects. (A&I) • Experience of managing budgets. (A&I) 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level (or equivalent) 	<ul style="list-style-type: none"> • Relevant health or social care qualification

PERSONAL CIRCUMSTANCES	•	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A&I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care. (A&I)	