

Job Description

London Borough of Lambeth

Job Title:	Lead Commissioner, SEND and Health – Children’s Integrated Commissioning
Grade:	P08-09 (Career Grade) / 8B (dependent on employer)
Department:	Children’s Services
Division:	Commissioning and Community Safety
Responsible for:	Commissioning Manager; Commissioning Officer; Commissioning Support Officer
Responsible to:	Assistant Director – Children’s Integrated Commissioning

Job Purpose

The postholder, alongside senior colleagues, will be responsible for setting and implementing the organisation’s strategic and operational direction for children, young people, CAMHs and maternity commissioning, with a special focus on SEND and Health.

The post will require joint working and collaboration with the wider commissioning team, working on a series of cross-cutting themes, as well as considering wider partnerships across the Council, NHS and voluntary sector.

The postholder will be expected to establish, lead and maintain positive relationships and work proactively with provider organisations, including primary care colleagues and key Trusts, as well as with internal stakeholders including education and social care; all to support the delivery of transformational change.

To oversee, lead and set out strategic need for needs analysis and other evidence collection in order to develop, implement and review children’s services-related commissioning strategies. The post holder will be expected to play a lead role in an integrated partnership with key stakeholders, colleagues and the community, in a politically sensitive environment, to co-design and co-produce outcome based commissioning.

The post holder will lead all phases of the development and commissioning cycle for children’s services, creatively drawing on a wide range of resources and assets across the partnership, organisation and community to ensure that both the council and the ICS’s strategic priorities are delivered in an effective and timely manner.

The postholder will be expected to ensure efficiency, effectiveness and value for money are kept at the forefront of any work undertaken. They will be expected to work to identify alternative funding sources and lead applications for these in order to lead innovative practice in the borough.

The post holder will be expected to drive the usage of cooperative and co-productive commissioning techniques, and whole system change to ensure outcomes are achieved in collaboration with Lambeth’s diverse communities.

This will require wide ranging knowledge and experience of cooperative commissioning, co-design, co-production with high level of skill in community engagement, partnership working, stakeholder management and understanding of working in a political environment. The role will require proven ability to undertake research and critical analysis of data and information, options design and appraisal, as well as service improvement, monitoring and evaluation.

The post holder is required to undertake complex case-work with families, particularly regarding the Learning Disability and Autism programme and Children's Continuing Healthcare (CHC). They will be responsible for the budget relating to CHC and will chair the associated panel.

Role specific

- To lead and oversee transformational service redesign and commissioning of children's services and projects to deliver agreed outcomes within budget
- To lead and oversee the commissioning of children's services, in line with strategic commitments and priorities
- To drive partnership involvement and integration in all programmes of work.
- To lead the transformation of Lambeth's Emotional Health and Wellbeing offer for children and young people. This will include CAMHs services and other tiers of support for children and young people with emotional health and wellbeing issues.
- To provide commissioning leadership, insight and support to the SEND team within the Council, including supporting preparation for inspection, monitoring of providers, overseeing and re-procuring contracts as required, and any other business needs. This will also include management of the SEND Transport contract, re-tendering Domiciliary Care, and overseeing Short Breaks
- To lead and oversee commissioning involvement in the Children and Young People's Health Partnership (CYPHP), Primary Care commissioning, tripartite panel, and other relevant health programmes
- To lead community health transformation programmes, including: therapies review, CCNT integration, healthy weight transformation, continuing healthcare and more.
- To oversee and lead the children's approach to the LDA programme; and to lead the Children's Continuing Care programme by chairing the panel, managing casework where needed with families, and managing the budget.

Key Accountabilities

1. Lead the development of commissioning strategies and plans to deliver the council and ICS' strategic outcomes and requirements for children's services provision
2. Lead on the delivery of multiple packages of commissioning activity with high degrees of complexity, including long term projects and time limited specific work packages within the commissioning cycle, which are focused on the delivery of the Council's and partnership's required outcomes
3. Lead the use of innovation to drive the co-design and development of a range of delivery models in collaboration with colleagues, partners, service users and local communities.
4. Leading effective arrangements to ensure co-produce all aspects of commissioning work, generating social value and achieving outcomes with citizens, Councillors, businesses and relevant stakeholders such as primary care and provider colleagues.

5. Hold responsibility for the collation and interpretation of data and evidence, ensuring analysis and needs assessment with cost/benefit or return on investment analysis. Using this intelligence to facilitate the definition and prioritisation of outcomes with Councillors, key stakeholders and citizens.
6. Lead the co-design and development of a range of service delivery options in collaboration with citizens and partners for the achievement of outcomes. Oversee the process of co-production to generate solutions to cross-cutting and complex policy challenges.
7. Lead on the development and implementation of relevant policies, commissioning strategies and service plans; ensuring that they are delivered within agreed timescales.
8. To drive the successful identification of potential funding sources to support the delivery of children's requirements, such as for example grant funding.
9. Lead market shaping / capacity building to ensure a varied pool of potential service providers and other projects relevant to delivering outcomes.
10. Lead the co-design of service specifications and oversee the proactive management of contracts/client relationships to ensure that services are of a high quality and meet the needs of our diverse communities.
11. Oversee teams' effective and transparent contract monitoring and evaluation of specialist children's services to ensure commissioned services are achieving outcomes in support of the council's and partner's strategic objectives
12. To lead, drive and chair multi-disciplinary project teams of Council staff and other key stakeholders to develop and / or deliver key children's services projects and programmes.
13. Hold accountability for ensuring annual efficiency savings are delivered through careful analysis, benchmarking and best use of resources and that commissioning / procurement activities deliver social or added value.
14. Overseeing completion of all relevant governance, including Gateway reports, business cases and commissioning reports adhere to the Council's and partners' governance processes including the involvement and sign off by the relevant Cabinet Member(s) to ensure the chosen delivery vehicle is procured and implemented in accordance with the Council's Standing Orders, Financial Regulations, relevant procurement policies and procedures
15. Identify risks that may threaten the implementation of commissioning intentions/plans and lead the mitigating actions against these.
16. Ensure that equalities issues are identified and drive their mitigation throughout commissioning processes through the use of the equalities impact assessment and other relevant processes.
17. Manage and deliver a range of children, young people and CAMHs projects, ensuring they meet strategic priorities and South East London contextual requirements.
18. Support and lead the sharing of best practice in children, young people and CAMHs, including linking with transitions, adults, learning disabilities and other cohorts. The postholder will also be expected to work across geographical boundaries to share and identify best practice.

19. Use highly developed specialist knowledge to support development of new pathways and redesign projects that will deliver greater efficiency and deliver better outcomes for children, young people and their families
20. Chair the Continuing Healthcare funding panel; oversee budget and manage casework as appropriate.
21. Represent commissioning in Care, Education and Treatment Review (CETR) panels, working with families and multi-disciplinary teams to ensure better outcomes for children and young people known to the LDA programme.

Partnerships and collaboration

22. Ensure the involvement of relevant key stakeholders to oversee project development for any proposed service or system change.
23. Ensure that Ward Councillors and other key local partners are appropriately involved in the commissioning process of children's services / interventions ensuring that local issues and resident's views are taken into account.
24. Lead collaborative work with other public, voluntary and community sector partners to integrate commissioning or delivery to achieve better outcomes.
25. Working with commissioning colleagues, lead network development and provider improvement activities that contribute to influencing and shaping the market of provision.
26. Ensure appropriate governance is in place for any commissioning work packages

General Tasks & Responsibilities

27. To ensure that you carry out the duties of the post in accordance with the Health and Safety at Work Act 1974, the Data Protection Acts 1984 and 1998 the Federation Against Software Theft Guidelines, Corporate IT standards, The Computer Misuse Act 1990, The Council's equal opportunities policies, The Council's security policy, the Freedom of Information Act 2000 and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial Regulations.
28. To take responsibility, relevant to the post, for ensuring that Council and NHS statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environment Policy, Single Equalities Scheme, Quality Assurance Plan, Sustainable Procurement and Recycling.
29. To work towards creating a culture within the Council and partners that is dedicated to the principles and behaviours of the co-operative Council, Best Value and Lambeth's values, in order to meet the needs of the customers and other stakeholders.
30. To attend all relevant meetings as required.
31. To undertake any special assignments or projects in a planned and professional manner ensuring that any work undertaken is completed within stipulated timeframes and given budget with the desired outcomes.
32. To maintain an awareness of the risks to the Council and partners, and leading necessary action to minimise risks.

33. To manage commissioning staff or other relevant posts as appropriate
34. To deputise, as required, for the Assistant Director and other colleagues.
35. To undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time to meet the needs of the service.
36. To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
37. To take full responsibility for the development and implementation of own Personal Development Plan, and own continued professional development in those areas relevant to own role.
38. At all times, carry out the duties of this post with due regard to the Council Equal Opportunities Policy, Email Policy, Managers Charter, Valuing Diversity, and ensure its implementation.
39. The post holder will be required to work flexibly according to the needs of the service; this will always be discussed with the line manager in the first instance.

PERSON SPECIFICATION
Lead Commissioner: Children’s Integrated Commissioning (PO8)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “Tick” (✓) on the person specification when you complete the application form.</p>			<p>Shortlisting Criteria</p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Qualification	Q1	Education to degree level or equivalent.	A ✓
Key Knowledge	K1	Detailed knowledge of the strategic challenges facing local government	A ✓
	K2	Knowledge of key national issues & programmes relevant to client group and specified outcome/service area	A ✓
Relevant Experience	E1	Experience of commissioning and procuring projects in, including undertaking needs assessment for commissioning purposes, performance management and monitoring and review reporting, with a focus on children’s services	A ✓
	E2	Experience of developing policies and procedures in collaboration with a wide range of stakeholders including internal councils departments, statutory agencies, voluntary sector providers and service users	A ✓
	E3	Experience of using management information, needs assessment for commissioning, performance management and monitoring and review reporting.	
	E4	Experience of service development, options appraisal and system change using demonstrable programme management skills including financial mgt.	A ✓
	E5	Experience of partnership working across the voluntary and statutory sectors and negotiating contracts	A ✓

Key Behaviours	B1	<p>Focuses on people is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people. For example,</p> <ul style="list-style-type: none"> • Models good professional behaviours and has a good understanding of supporting and working well with colleagues, key stakeholders and partners. • Strives for excellence 	
	B2	<p>Takes ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. For example,</p> <ul style="list-style-type: none"> • Drives continual improvement and constantly thinks how to do things better, more efficiently or to a higher standard. • Works to the highest standards, delivers on personal objectives ensuring development of professional service requirements, demonstrating resilience to pressure and retaining due professionalism at all times • Resolves problems effectively after exploring the options and considering the implications. 	
	B3	<p>Works collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. For example,</p> <ul style="list-style-type: none"> • Develops and maintains partnerships and relationships both internally and externally • Demonstrates commitment to colleagues, team objectives and promotes collaborative working with a variety of services to deliver key outcomes and objectives. 	

	B4	<p>Communicates effectively is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. For example,</p> <ul style="list-style-type: none"> • Uses the most appropriate method of communication which meets the target audience needs. • Speaks in a clear and confident way, getting the key points across to a diversity of audiences. • Writes clearly and succinctly, conveying key information effectively and creating a positive impact. 	
	B5	<p>Focuses on results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. For example,</p> <ul style="list-style-type: none"> • Works efficiently, aims high, takes ownership and consistently looks to improve processes. Meets or exceeds personal objectives and service targets. • Is financially astute, ensuring best value is obtained within a context of keen commercial awareness to ensure the best outcomes. 	
Special Requirements	S1	It may be the case that a number of meetings fall outside of working hours (i.e. after 17.00).	

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the two ticks scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Two Ticks” (✓✓) on the person specification when you complete the application form.</p>		<p>Shortlisting Criteria</p>	
Qualification	Q1	Education to degree level or equivalent.	Application
Key Knowledge	K1	Detailed knowledge of the strategic challenges facing local government	Application Interview Two Ticks
	K2	Knowledge of key national issues & programmes relevant to client group and specified outcome/service area	Interview
Relevant Experience	E1	Experience of commissioning and procuring projects in, including undertaking needs assessment for commissioning purposes, performance management and monitoring and review reporting, with a focus on children’s services	Application Two Ticks
	E2	Experience of developing policies and procedures in collaboration with a wide range of stakeholders including internal councils departments, statutory agencies, voluntary sector providers and service users	Interview
	E3	Experience of using management information, needs assessment for commissioning, performance management and monitoring and review reporting.	Application Two Ticks
	E4	Experience of financial management	Interview
	E5	Experience of service development, options appraisal and system change using demonstrable programme management skills	Interview

	E6	Experience of partnership working across the voluntary and statutory sectors and negotiating contracts	Application
Core Behaviours	1	Focuses on Citizens: Level 2 Always asks “what does this mean for citizens” <ul style="list-style-type: none"> • Thinks from a citizen perspective • Collects and makes use of citizen data and feedback to develop and continually improve services. 	Application/ Test Two Ticks
	2	Takes ownership: Level 3 Drives continual improvement <ul style="list-style-type: none"> • Constantly thinks ‘how could we do this better?’ e.g. doing something faster, more efficiently or to a higher standard. • Takes calculated risks to deliver better outcomes for service users • Shares lessons learnt across the Council 	Application/ Interview Two Ticks
	3	Works collaboratively: Level 3 Builds partnerships and relationships internally and externally <ul style="list-style-type: none"> • Takes the time to get to know others and their perspective • Manages relationships and partnerships for the long term • Sets priorities and makes choices based on the wider needs of the Borough or the community and not just own area. 	Application/ Interview / Test
	4	Integrity: Level 3 Walks the talk <ul style="list-style-type: none"> • Champions the values of the Cooperative Council and own personal values through words and actions • Acts as a role model for others • Is prepare to admit to having made a mistake 	Application/ Test Two Ticks
	5	Committed to the Borough: Level 3 Gives back to the Borough <ul style="list-style-type: none"> • Gives something back to the Borough beyond delivering their own job e.g. takes up volunteering opportunities • Consistently champions the Borough to internal and external audiences 	Interview

Additional Behaviours	7	<p>Thinks strategically and creates clarity: Level 3 Establishes strategic focus</p> <ul style="list-style-type: none"> • Takes a broad view of issues considering multiple perspectives and scenarios • <input type="checkbox"/> Is able to identify key drivers or issues even in ambiguous or unclear situations • Focuses where it counts, creating clear strategic direction for themselves and others 	<p>Application/ Interview Two Ticks</p>
	8	<p>Politically Astute- Level 3 Understands the local politics</p> <ul style="list-style-type: none"> • Understands the local partnership and provider context and the politics at play • Actively builds networks and relationships to build their understanding of stakeholders and to stay tapped into what is going on • Uses this understanding to shape the local context, identify opportunities or consider the best approach to getting things done 	<p>Application/ Interview</p>