

Job Description and Person Specification

**Commissioning Manager, SEND and Health, Integrated
Children's Commissioning**

A Lambeth to be proud of



Job title: Commissioning Manager, SEND and Health

Grade: PO6

Division: Integrated Children's Commissioning and Youth Services

Reports to: Lead Commissioner, SEND and Health

Responsible for: Commissioning Officer, Commissioning Development Officer

Context

Lambeth's Integrated Children's Commissioning team delivers commissioning functions on behalf of Lambeth Council and South East London ICB. The portfolio of work covered across the service is broad and includes all Early Years and Parenting Services, including the national Family Hub Start for Life programme; services that support Vulnerable Children, including Children Looked After, alongside universal and targeted Youth and Play services; and services to support children with Special Educational Needs and Disabilities as well as children's Physical, Emotional and Mental Health and Well Being.

This fixed term role is based within the SEND and Health team and will have a specific focus on: Lambeth's joint commissioning arrangements of therapies to support children with SEND and as part of the wider SEND reform programme; and on children's physical health.

Job Purpose

The post holder will support 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 ICB's strategic priorities are delivered .

The post holder will be expected to apply 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, codesign, 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.

Responsibilities

Role specific:

- To undertake service redesign and strategic and operational commissioning of children's services and projects to deliver agreed outcomes within budget

- To undertake a through review of the current therapy offer for children and young people with SEND across Education and Health, developing and implementing joint commissioning of a new integrated offer that supports children and young people and aligns to the wider SEND reform programme and Experts at Hand requirements.
- To undertake wider commissioning activities as required to support Lambeth's implementation of SEND reforms in accordance with national requirements.
- To undertake a comprehensive review and updating of all specifications relating to children's community and specialist community health services in Lambeth. These are NHS block contracts held by South East London ICB.
- Additional responsibilities in relation to the commissioning of services to support children's health and well being as required.
- To contribute to wider SEND and Health Commissioning priorities, particularly those related to Public Health commissioning

Key Accountabilities:

1. Developing commissioning strategies and plans to deliver the councils strategic outcomes and requirements for children's services provision
2. Delivering 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. Using 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. Putting effective arrangements in place to co-produce all aspects of commissioning work, generating social value and achieving outcomes with citizens, Councillors, businesses and relevant stakeholders.
5. Responsibility for the collating and interpreting 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 and citizens
6. Drive the co-design and development of a range of service delivery options in collaboration with citizens and partners for the achievement of outcomes. Manage 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 undertake cost benefit analyses and develop evidence based options appraisals to determine appropriate delivery service delivery models to meet identified needs and deliver value for money.
9. To research and identify potential funding sources to support the delivery of children's requirements, such as for example grant funding.
10. To support the development and submission of funding proposals with the aim of maximising income to the council.
11. Facilitate market shaping / capacity building that provides a varied pool of potential service providers and other projects relevant to delivering community outcomes.
12. Co-design service specifications and proactively manage contracts/client relationships to ensure that services are of a high quality and meet the needs of our diverse communities.
13. Establish effective and transparent contract monitoring and evaluation of specialist children's services to ensure commissioned services are achieving outcomes in support of the councils strategic objectives
14. To facilitate and lead when required multi-disciplinary project teams of Council staff and other key stakeholders to develop and / or deliver key children's services projects and programmes.
15. Ensure annual efficiency savings are delivered through careful analysis, benchmarking and best use of resources and that commissioning / procurement activities deliver social or added value.
16. Ensuring completion of relevant and high quality Gateway, business cases and commissioning reports adhere to the Council's 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
17. Identify risks that may threaten the implementation of commissioning intentions/plans and address or escalate them appropriately.
18. Ensure that equalities issues are identified and mitigated throughout commissioning processes through the use of the equalities impact assessment and other relevant processes.

19. Ensure effective monitoring and evaluation processes are in place to ensure that London Borough of Lambeth delivers effective Short Breaks provision undertaking reviews and commissioning exercises as necessary in partnership with operational managers.

Partnerships and collaboration:

20. Ensure the involvement of relevant key stakeholders to oversee project development for any proposed service or system change.
21. Ensure that Ward Councillors are appropriately involved in the commissioning process of children's services / interventions ensuring that local issues and residents views are taken into account.
22. Work in collaboration with other public, voluntary and community sector partners to integrate commissioning or delivery to achieve better outcomes
23. Working with commissioning colleagues, engage in networks and provider improvement activities that contribute to influencing and shaping the market of provision.
24. Ensure appropriate governance is in place for any commissioning work packages
25. Ensure effective relationships with colleagues in adult services regarding Transition in relation to the areas of responsibility of the postholder.

General Tasks & Responsibilities:

26. The post holder will liaise with auditors and other inspectors approved by the Council in any investigations pertaining to the work of the team and the records held.
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 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 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 cluster and the Council and taking necessary action to minimise risks.
33. To manage commissioning staff or other relevant posts as appropriate.
34. To deputise, as required, for the Lead Commissioner 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

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.			
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 “Ticks” (ü) on the person specification when you complete the application form.			
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Qualification	Q1	Education to degree level or equivalent	A
Key Knowledge	K1	Detailed knowledge of the strategic challenges facing local government and ICBs	
	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.	A
	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	

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.