Job description

Job title: **Commissioning & Transformation Lead (Children's Services)**

Grade: **Level 1: Grade 12**
Level 2: Grade 14
Job evaluation ref: **ES639a, b**
Job family: **Education & Youth**

Purpose and impact

The purpose of the role is to provide strategic and operational leadership /management to deliver a range of services for children and families. The role is delivered against a clear set of national legislative and statutory frameworks under the Children Act 1989, Crime and Disorder Act 1989, Education Act 1996, School Standards and Framework Act 1998, Crime and Disorder Act 1998 Education Act 2002, Adoption and Children Act 2002, Children Act 2004, Education Act 2005, Education and Inspections Act 2006, Safeguarding Vulnerable Groups Act 2006, Childcare Act 2006, Education and Skills Act 2008, Apprenticeships Skills Children and Learning Act 2009, Academies Act 2010, Children and Families Act 2014, the Care Act 2014, Education and Adoption Act 2016, Children and Social Work Act 2017, and other relevant legislation.

Our mission:

- Children in Dorset thrive, are happy and are the very best that they can be.
- We inspire and enable children, young people and their families to find solutions that enable them to develop sustainable, safe and secure relationships with each other and within their community.
- We listen and act so that the voices of children and families is at the heart of everything we do.
- We work together to collaboratively shape, support and develop communities.

Our vision is that we want to

- Shift our efforts to early help
- Get it right first time
- Work to meet need, rather than manage threshold
- Co-produce services with families.

Our values are

- Collaborative – we want to work with citizens and communities, not do things for or to them
- Strength based – we work with people, not problems
- Restorative – we want to stop harm and repair relationships.



We want to fundamentally change our model of service delivery to one which has the following design principles

- our services will be rooted in place and delivered by multi-professional teams
- our approach to citizens will be strength based and restorative
- we will proactively provide early help, rather than reactively make a late intervention
- we will measure our success on how we have made life better for children and young people
- we will always learn and strive to improve so we can deliver better outcomes for children and young people
- we will be digital by default and deliver services only where we are required by law, and where we can do this more effectively and more efficiently than anyone else.

The post- holder will lead and enable Children's Services to make the best use of available resources, so that local needs are met and to achieve tangible improvements in outcomes.

The post-holder will lead and develop strong partnerships with schools, Police, NHS, voluntary and community sector and other local stakeholders to develop a place-based approach to promote the safety, well-being and achievement of children and young people in their locality.

Key responsibilities

- Offer a strategic and holistic view of need
- Provide intelligence and a robust evidence base for decision-making
- Ensure resource allocation supports the delivery of local priorities
- Challenge the status quo and drive innovation and the improvement of outcomes
- Derive maximum value and impact from commissioning and procurement
- Develop and implement alternative service delivery models
- Develop markets to source the best, most cost-effective providers.
- Manage the delivery of high quality commissioning and transformation projects, providing ownership and expertise across the commissioning cycle to ensure high quality services, desired outcomes and improved efficiencies
- Create effective frameworks and strategies for quality assured joint commissioning arrangements and improve outcomes through robust commissioning arrangements
- Lead, and take responsibility for, effective management of the interface between commissioning/transformation strategy and market/operational response.
- Embed strong project management principles and practice, ensuring that key milestones are met, risks identified, and projects deliver the service outcomes and/or savings identified
- Develop effective working relationships to drive effective joint delivery of commissioning strategy, market development and/or service transformation and improvement programmes
- Ensure strong working relationships with the market and demonstrate effective negotiation and influencing skills to deliver the best commercial outcomes for the council
- Ensure strong working relationships with internal stakeholders responsible for implementing and embedding change.
- Support performance or contract management as required, providing expert input on strategy objectives and ensuring effective management against KPIs and other requirements
- Manage risk effectively throughout the commissioning and transformation cycles, ensuring timely mitigation and/or escalation as appropriate.



- Ensure compliance in relation to procurement, legal and financial requirements, the Constitution, governance arrangements and best practice
- Use knowledge of service delivery and market insights to inform and steer service delivery strategies, supporting the work of strategic commissioner
- Engage with markets in order to meet current and future service needs, ensuring that commercial considerations, including market interest and capacity, are understood and addressed at each phase of the commissioning cycle.
- Support the development of commissioning strategies through effective forward planning, identifying opportunities for service and market development and contributing to category and commissioning strategies. To promote, integrated and forward-looking approaches to service delivery through proactive horizon scanning, challenge and innovation.
- Ensure that partners, stakeholders and service users are effectively engaged and involved in service improvement, transformation and commissioning activity.
- Manage operational delivery of the commissioning cycle at all stages
- Lead on the development and provision of specialist functions within the designated service area as required e.g. ICT, Emergency Planning, communications, Service Level Agreements, income generation.
- Be a budget holder, monitoring expenditure and income generation where appropriate.
- Represent the function/service and initiate and lead any relevant project work and/or process improvements which may arise as a result and act as the nominated service representative for various council initiatives as required and as relevant to the role.
- Analyse and advise on the strategy and development in policy in response to legislation and initiatives, leading to the production of processes and systems procedures and to support staff in their implementation.
- Take responsibility for ensuring a consistent approach to service delivery by liaising with other appropriate staff and managers and by keeping up to date with relevant Council policy development and external legislation/guidelines appropriate to the function.
- Undertake research as required in order to inform work and/or reviews of policies and procedures relating to the function.
- Manage the provision of statistical data and management information as required, ensuring timely and accurate provision of information.
- Establish and maintain good working relationships both internally and externally including partnering and networking to ensure corporate and strategic aims and objectives are achieved.
- Present and recommend service improvement strategies to others
- Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
- Responsibility for promoting and safeguarding the welfare of children and young people.
- Undertaking any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Strategic Commissioner
Responsibility for:
Level 1: No management responsibility
Level 2: line management responsibility



Other factors

Responsibility for:

- Undertaking the management and strategic development of a designated function providing services within a defined discipline/area of work
- Managing improvement in the service area defined and wider this to other areas performing similar or related roles.

Level 2 additional responsibilities:

1. Line management of up to 15 direct or indirect reports
2. Specific expertise and responsibility for a technical payment by results programme
3. Responsible for significant legal and reputational risk and high-level budget
4. Complex local/regional/national contacts where outcome implications are significant.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Professional qualifications or other high-quality qualifications or relevant degree.	Application form
2. Post qualification professional training or award.	Application form
Experience	
3. Significant demonstrable experience in a relevant business development and/or support role.	Application form
4. Proven experience of managing external relationships with wider partners and having a significant positive impact on service delivery.	Application form
5. Proven experience of financial/budget management.	Application form
6. Proven experience of customer care.	Application form
7. Previous experience of working in a large organisation or local authority.	Application form
Knowledge	
8. Expert knowledge of practices and procedures, including financial and resource management, people management, and other functions relevant to the field of work.	Application form Interview Assessment
9. Extensive knowledge and understanding of project management.	Application form Interview Assessment
10. Detailed knowledge of IT systems and their application within a large organisation.	Application form Interview Assessment
11. Detailed knowledge of policy, legislation and strategic development relevant to the field of work.	Application form Interview Assessment
12. Good understanding of the work of local authorities.	Application form Interview Assessment
13. Knowledge of best practice in relation to customer care.	Application form Interview Assessment
Skills and abilities	
14. Ability to manage, motivate and co-ordinate the workload of a team or teams or work independently as the role demands.	Interview Assessment



15. Ability to develop and/or contribute to appropriate strategic policies and special projects	Interview Assessment
16. Management and leadership skills.	Interview Assessment
17. Ability to build and sustain good working relationships with people at all levels both internal and external.	Interview Assessment
18. Ability to collect, analyse and report on complex statistical and management information.	Interview Assessment
19. Excellent oral and written communication and presentation skills.	Interview Assessment
20. Ability to apply confidentiality to all information handled.	Interview Assessment
21. Customer care skills.	Interview Assessment
22. Ability to build up a good knowledge of policy, legislation and developments in the field of work relevant to the function.	Interview Assessment
In addition, at level 2: 23. Thorough understanding of the complexity of the early help system.	Interview Assessment
Our values	
24. Respect	Interview Assessment
25. Together	Interview Assessment
26. Accountability	Interview Assessment
27. Openness	Interview Assessment
28. Curiosity	Interview Assessment
Other	
29. To be flexible with an adaptable approach to work and conflicting demands and deadlines.	Application form
30. Provide a supportive working environment to colleagues.	Application form
31. To undertake training as required.	Application form
32. Able to fulfil the travel requirements of the post.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.



Qualifications, training or registrations	**Assessed through:**
33. Professional qualification at a higher level.	Application form
34. Management or leadership qualification at a higher level.	Application form
Experience	
35. Previous experience of delivering training.	Application form
36. Previous marketing experience for a traded service.	Application form
Knowledge	
37. Knowledge of health and safety legislation.	Application form Interview Assessment

Approval

Manager's job title:
Date: 01 September 2020

