

### JOB DESCRIPTION

<b>Post Title:</b> Children's Commissioning Lead	
<b>Department:</b>	<b>Post No:</b>
<b>Division/Section:</b> Health & Social Care Commissioning	<b>Post Grade:</b> CO Band A
<b>Location:</b> The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role	<b>Post Hours:</b> 37 hours per week
<b>Special Conditions of Service:</b> The postholder will be required to work outside normal working hours including attendance at evening meetings in accordance with the exigencies of the service	

**Purpose and Objectives of Post:**

To establish, develop, lead and operate integrated, strategic, place based commissioning of children's health and social care services, supporting children and young people to stay well and to maintain maximum independence when they have care and support needs.

Operating as a key member of the Health and Social care Commissioning Directorate leadership team and working closely with other chief officers and clinical and political leaders of the CCG and Council to integrate and align the full range of CCG and Council activities in pursuit of agreed joint objectives.

Ensure the safeguarding of children is embedded in all of the directorate's activities

Responsible for the integrated commissioning of the services within the Children's commissioning pillar of the directorate structure. These include SEND, short breaks, complex care, Looked after Children commissioned placements.

In line with the children and families act 2014 and the Special Educational Needs and Disability (SEND) Code of Practice:

- Lead the support to Bury Local Area to ensure that it meets its statutory duties for children and young people with special educational needs and disability (SEND) aged 0-25.
- Provide leadership for managers and specialist nurses/midwives and other staff in relation to SEND in partnership with our providers/stakeholders
- Play a key role in driving the CCG and Council's joint ambitions to support children and young people to stay well and be able to live safely at home where possible, and where this is not possible to lead on the commissioning of appropriate placements to support the Children and Young People effectively.

**Accountable to:** Executive Director of Strategic Commissioning

**Immediately Responsible to:** Executive Director of Strategic Commissioning

**Immediately Responsible for:** All staff within the Commissioning Team

**Relationships: (Internal and External)**

Elected Members, Chief Executive, SLT, Senior Managers, Head Teachers, employees, Trade Unions

Stakeholders and Partners, Parents, other organisations

**Control of Resources:**

- Financial** - Control of Budgets
- Personnel** - Control, discipline, training and direction of all employees responsible for  
- Responsible for the management, direction and deployment of all resources within the Operations directorate
- Equipment** - Ultimate responsibility for all equipment used by the Division
- Health/Safety** - Health, Safety and Welfare of all employees of the service

**Duties/Responsibilities:****Communication**

To inspire and motivate stakeholders by articulating the clear commissioning vision for children's services in Bury and to encourage collaborative working to improve services in line with Bury's commissioning intentions.

To deploy high quality communication skills to ensure that all stakeholders are aware of developments and objectives in commissioning children's services, making use of a wide range of media: including presenting highly complex, sensitive and contentious information where agreement and co-operation is required from audiences in order for the programmes to progress.

To deploy high quality interpersonal skills to establish credibility and confidence amongst clinicians, managers and other stakeholders.

**Planning and organising**

To ensure that the commissioning programmes are well managed and organised at all times, making use of appropriate project management methodology.

To facilitate collaborative working amongst stakeholders, developing short, medium and long term plans for service improvement and development in line with Bury's vision for children.

To ensure that the programmes are properly documented throughout and that all stakeholders use a common set of processes and systems to progress the programmes.

To ensure that all commissioning programmes have clear milestones and that they are delivered on time.

## **Partnership working/collaboration**

To work closely with key stakeholders to ensure the strategies are effectively delivered.

To have a well-developed relationship with the Director of Quality Improvement to ensure commissioned services have quality at the forefront within all contracts and commissioning agreements.

To co-ordinate work with colleagues in other directorates and with partners, including finance, public health, medicine, quality, performance ,education and care.

To develop and maintain strong working relationships with a wide range of stakeholders, understanding that there will be divergent and conflicting views from within the stakeholder group which will need to be managed with high levels of sensitivity.

Provide support and challenge to senior colleagues where appropriate to ensure the most appropriate packages of support and care can be commissioned for children.

Lead and coordinate a network approach with stakeholders.

Liaise and work effectively with other Designated Professionals e.g. those responsible for Safeguarding and for Looked After Children; Clinical Officers

## **Service User / Patient care / responsibilities**

To ensure effective joint working across stakeholders to influence the quality of outcomes for the population of children and Young People in Bury and in the development of effective care pathways in line with the programme.

To ensure that all commissioning is underpinned by the principles of co-production and that the voices of children and their families are represented at all levels.

Information / data analysis, management and reporting and information resources.  
To develop and implement robust contract monitoring and key performance systems.

Ensuring the maintenance of up to date and comprehensive needs assessments.

Effective monitoring processes to enable the CCG and the Council to review the effectiveness of commissioned services.

Ability to interpret national and local policy and apply it confidently to the local health and social care economy.

To ensure that mechanisms, systems and processes are in place to assure the safety of commissioned services.

To analyse and interpret complex and sometimes conflicting data and information to ensure that the services commissioned under the programmes represent the best possible within the financial and human resources available.

To provide expert analysis to underpin the commissioning programmes, ensuring that commissioned services represent the cutting edge of contemporary service expectations.

To maintain a clear focus on key performance indicators and metrics within the programme, not being unduly distracted by incomplete or not wholly accurate data sets.

To ensure that the commissioning programmes are based on solid evidence and to make use of state of the art data analysis approaches and systems as they are available.

### **Leadership/management and human resource management**

Ensure that the governance arrangements for any commissioning activities and service redesign are developed in a manner consistent with the CCG and Council regulatory requirements and expectations, and that support is provided to ensure that governance and oversight systems and structures are able to function robustly, transparently and in a way that establishes and maintains confidence amongst stakeholders.

To line manage members of the commissioning team.

### **Resources**

Deliver commissioning activities which ensure the provision of services which provide value for money, quality and safety.

To ensure that all service developments are properly and accurately costed and that potential and actual financial risks are properly understood.

To work closely with finance directorate to ensure that service developments are affordable, and are appropriately planned for.

To ensure that all service developments represent the best value for money achievable for Bury Children

### **Corporate Responsibilities:**

To commission health and social care for the people of Bury, ensuring the achievement of agreed health improvement outcomes and quality, safety, performance, cost and value improvement objectives.

To act as the integrated commissioner for the range of commissioning responsibilities within the Community Commissioning pillar of the Directorate.

To lead integrated strategic commissioning across the whole cycle; including needs and strength based assessments, evidence, outcomes based objective setting, strategic planning, relationship development, market shaping and development, procurement; and quality assurance, performance review and accountability; working closely and collaboratively with Directorate colleagues across the commissioning pillars.

To contribute to the achievement of the integrated health and wellbeing improvement and health and social care transformation components respectively of Bury's health and wellbeing agenda and Locality Plan.

To support collaborative development and embedding of effective working arrangements with the political and clinical leadership of the Council and CCG respectively, including but not limited to the effective operation of the Strategic Commissioning Board.

Supporting collaborative establishment and maintenance of common systems, processes and performance management for the single integrated strategic commissioning function, across both organisations and operating these within and across the Commissioning pillars.

Managing and reporting on joint and aligned commissioning budgets; seeking maximum value in terms of financial efficiency, outcomes, experience and social value, decommissioning where appropriate, and operating within allocated resources.

Influencing key figures across Bury's health and social care economy regarding the current shape and future configuration of integrated commissioning, including maximising opportunities for effective partnership.

Contributing to, or advising on, a range of strategic forums across Bury; relevant to the further development of integrated health and social care.

Representing the Council and CCG jointly on local, regional and national bodies and events in the context of integrated commissioning, to advance learning, sharing, development and the reputation of Bury.

Providing leadership, management and development for the Community Commissioning team, proactively identifying development needs and working with directorate colleagues to develop appropriate development responses.

As part of the directorate leadership team providing leadership, management and development for the shift to place based, strategic, outcomes based, asset based commissioning; proactively setting the vision and development path and identifying and arranging organisational development to enable effective implementation.

As part of the Management team leading on performance management and reporting on joint commissioning objectives for children, including agreed local health and wellbeing outcomes and inequalities; and quality and performance standards (including but not limited to the Public Health Outcomes Framework, Adult Social Care Outcomes Framework, NHS Outcomes Framework and the NHS Constitution Standards).

Establishing controls and reporting arrangements; ensuring effective governance of performance; anticipating, identifying, managing and resolving risks and issues to enable timely and appropriate action to ensure delivery is on track.

Ensuring effective assurance and exception reporting internally and externally, as appropriate in respect of health and wellbeing outcomes and service quality and performance standards.

Leading on the management of contracts with all appropriate providers.

Contributing to ensuring that the strategic objectives of both organisations are aligned in the joint commissioning strategy informed by Bury's Joint Strategic Needs Assessment (JSNA), Better Care Fund and Locality Plan, Bury Strategy and relevant additional and successor documents.

As part of the Directorate leadership team securing necessary investment from within internal resources through re-prioritisation and decommissioning, and from external sources, so that identified priorities can be progressed and benefits are realised.

Leading and ensuring the development and management of effective and mutually influential relationships with patients, service users, voluntary, community and faith organisations, communities public, media and other key influencers; ensuring their views are represented and appropriately considered in the decision making processes

Leading and ensuring the effective development and management of strategic relationships with key stakeholders, including providers, other commissioners, and other public service and other partners

Supporting and ensuring collaborative working between health and social care commissioning and other areas of leadership, functions and commissioning within Bury in order to maximise achievement of the overall public service objectives.

Ensuring the integrated commissioning is data-driven; evidence based and community, clinically and politically led.

Ensuring that joint commissioning arrangements are optimally resourced to deliver required outcomes and statutory and other functions; recognising that resources may need to flex and adapt to meet changing requirements.

Ensuring that there are effective working relationships of the Community Commissioning staff with the commissioning functions and staff of the Directorate.

To lead cross cutting programmes of work, providing leadership, direction and support to diverse teams drawn from across the Directorate and potentially the Council, CCG and wider public service community.

To propose and/or carry out other responsibilities as agreed by the Council and the CCG, commensurate with the grade of the post.

Promote the vision and values set out in the Bury Strategy in all day to day activities and commissioning of services through proactively work in an integrated way to commission health and social care services.

Support a culture that promotes equality and values diversity and that the service you commission meets the needs of all people and communities avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.

In line with the Health and Safety at Work Act 1974 and subsequent legislation actively manage all risks including undertaking risk assessments, reporting all accident, incidents and hazards, undertaking a statutory duty of care for your own personal safety and that of others, attending all statutory and mandatory health and safety training, appropriate to the role.

Participate in an appropriate performance and development or appraisal process to understand how your own role and objectives are linked to team, directorate and corporate objectives, to review what aspects of your role are being done well, and to identify any areas for development.

Adhere to all organisational policies and guidelines, including HR, Information Governance, Risk Management, Health & Safety, Safeguarding and Equality Analysis including any mandatory training from both the Council and CCG.

Comply with relevant organisational and professional codes of conduct and accountability, including maintaining any appropriate professional registrations.

Maintain the security and confidentiality of information you come across in your role in line with organisational policies and protocols.

Be aware of, and undertake your responsibilities to protect and safeguard vulnerable people (children and adults), ensuring you are aware of who to contact within the organisation for further advice.

Demonstrate a personal commitment to continuous self-development and service improvement.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

**DEPARTMENT FOR HEALTH AND SOCIAL CARE COMMISSIONING**

**SENIOR COMMISSIONING MANAGER – CHILDREN**

<b>SHORT LISTING AND INTERVIEW CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>		
Educated to degree level or with a relevant professional qualification, with evidence of continued professional development	✓	
Evidence of relevant career progression in senior roles of increasing scale and complexity	✓	
Evidence of continued professional, managerial and personal development	✓	
<b>Knowledge and Skills</b>		
Demonstrate a breadth of knowledge of the legislation and statutory obligations and major national policy developments in children’s services, education and local government	✓	
Knowledge and clear understanding of the challenges facing children’s services, operationally, strategically and politically	✓	
Knowledge of the process of commissioning place based children’s health and social care services	✓	
Proven track record of strong leadership	✓	
<b>Experience</b>		
Proven experience of strong leadership to achieve high levels of performance, continuous improvement and value for money across all services	✓	
Experience of delivering commissioning activities which meet targets and ensure the provision of services, providing value for money, quality and safety.	✓	
Experience of joint working across stakeholders and ability to influence the quality of outcomes for the	✓	


