



Job Description and Person Specification

Job details

Job title: Commissioning Manager

Grade: M

Reports to: Assistant Director for Commissioning and Partnerships

Responsible for: N/A

Directorate and Service area: Commissioning and Partnership, North Northamptonshire Council

Purpose of the job (why the job exists)

Reporting to the Assistant Director for Commissioning and Partnerships (Children's Services) across North and West Northamptonshire, the role is responsible for providing commissioning leadership, direction, supervision and professional/technical guidance to a team including Quality Assurance and Commissioning Officers, in delivering specialist Education and Children's Social Care services ensuring that commissioned services are complying with contractual terms and quality frameworks. Ensure providers are held accountable for both performance and quality service provision.

Principal responsibilities (please make these concise and ideally no more than 8)

1. Leading the development implementation and management of appropriate contract models and performance and quality measures across a range of service providers ensuring that commissioned and internal service providers adhere to contractual/ SLA terms and conditions and that positive outcomes for children, young people and families are achieved.
2. Leading the use of contractual frameworks to effectively manage performance of providers and de-commission those services that fail to meet quality or compliance Standards.
3. Leading the management of relationships with contracted and internal providers, other stakeholders, regulators, children, young people and families in managing compliance and the delivery of high-quality services.
4. Ensuring the governance and management of performance / quality standards and payments for service providers using suitable tools, databases and templates to ensure consistency and transparency of information and to inform service planning.
5. To lead the development and maintenance of contractual arrangements with existing and new service providers, including the (re) negotiation of commissioning agreements and contracts and lead the development and maintenance of effective relationships with regulators of services (where applicable)
6. To oversee the establishment of arrangements designed to ensure that the quality and compliance of services negotiated with service providers comply with contractual requirements, to oversee the investigations of allegations of contract

compliance / failure, including the management of breach notices and to lead the management of the effective de-commissioning of services that fail to improve.

7. To provide line management or oversight of quality assurance officers to ensure the creation and maintenance of key data bases and ongoing information to support planning and commissioning strategies

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause (Delete if not required).

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree, Professional Qualification or relevant level of experience in Education or Social Care or Commissioning and Contract Management Frameworks in another relevant sector	
Experience and Knowledge	<p>Demonstrable experience of the specialist technical knowledge of commissioning including advising on contractual models and specifying quality and performance frameworks</p> <p>Evidence of managing teams to effectively plan, manage and prioritise work and meeting deadlines</p> <p>Experience of managing a range of staff, setting clear priorities and objectives and negotiating and implementing effective outcomes</p> <p>Management experience in education, social care or health care settings involving commissioning and management of contract performance and quality assurance issues</p> <p>Experience of managing large budgets.</p> <p>Experience of working within a multi-agency safeguarding or health governance policies and procedures</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Knowledge and understanding of risk assessments and managing risks and taking appropriate mitigating actions</p> <p>Knowledge and understanding of Information Governance and Data Protection and the ability to embed and manage in service delivery</p>	
Ability and Skills	<p>Practical, legal and procedural knowledge of commissioning models, contractual compliance and performance issues and safeguarding</p> <p>Advanced skills and knowledge relevant to the specialist technical function (compliance and contractual issues e.g. regulatory framework and contract law)</p> <p>Ability to work with partners to set leadership and direction and influence change</p> <p>Ability to sustain and develop collaborative relationships with all partners, whether internal or external, ensuring that all stakeholders are engaged and informed</p> <p>Ability to analyse highly complex assessment outcomes, identify problems and offer solutions</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Ability to use a range of information to provide clear decision making and prioritise and review performance against targets set</p> <p>Communication and persuasion skills including negotiation, partnership working and report-writing skills, sound and accurate ICT and keyboard skills</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>High level of political awareness</p> <p>High level of probity and integrity</p>	