Job Description
London Borough of Lambeth

Job Title: Commissioning Manager – Early Years and Parenting
Grade: PO6
Department: Children's Services
Division: Commissioning and Community Safety
Responsible for: NA
Responsible to: Commissioning Lead – Early Years and Parenting

Job Purpose

This post sits within the Early Years and Parenting Team, helping to promote and achieve improved outcomes and provide babies and young children with the Best Start in Life. A proven ability to support continual service improvement across Children's Services, as well as manage the commissioning of respective early years public health services will be vital in this role.

The post holder will be expected to undertake needs analysis and other evidence collection in order to develop, implement and review children's services-related commissioning strategies. The post holder will work 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 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 CCG's strategic priorities as set out in the Children and Young People's Plan 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, 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.

Role specific

- To work in partnership with the wider commissioning team as well as delivery partners, primarily key health provider partners

- Take an active role in engaging Lambeth's diverse communities as part of service development and improvement, ensuring services meet local needs

- To establish robust and rigorous performance management framework for commissioned providers as part of drive for continual service improvement

- Lead on recommission of key projects and services pertaining to service area, including the development and implementation of a revised service specification for public health nursing services. This should include identifying any gaps in current service provision and opportunities for innovation and integration with other early years' service provision.

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

- To lead and implement the commissioning of children's services, in line with the Children and Young People's Plan commitments and priorities

- To identify funding opportunities and support the Council to successfully increase inward investment through supporting Lambeth Made initiatives, and by any other relevant means to support delivery of services and outcome improvements for children and young people

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. Share best practice and drive change to secure improvements in services and service provision

16. Feed into the establishment of clear and robust finance systems to enable tracking of budgets, forecasting of spend, and practical resource allocation

17. 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.

18. Ensuring completion of relevant 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

19. Identify risks that may threaten the implementation of commissioning intentions/plans and address or escalate them appropriately.

20. Ensure that equalities issues are identified and mitigated throughout commissioning processes through the use of the equalities impact assessment and other relevant processes.

Partnerships and collaboration

21. Ensure the involvement of relevant key stakeholders to oversee project development for any proposed service or system change.

22. 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.

23. Work in collaboration with other public, voluntary and community sector partners to integrate commissioning or delivery to achieve better outcomes

24. Working with commissioning colleagues, engage in networks and provider improvement activities that contribute to influencing and shaping the market of provision.

25. Ensure appropriate governance is in place for any commissioning work packages

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
Commissioning Manager: Children's Integrated Commissioning (PO6)

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). 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 a "Tick" (✓) on the person specification when you complete the application form.			**Shortlisting Criteria**
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	
	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	
	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	
Key Behaviours	B1	**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, • Models good professional behaviours and has a good understanding of supporting and working well with colleagues, key stakeholders and partners. • Strives for excellence	
	B2	**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, • 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	**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, • 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.	A ✓
	B4	**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, • 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	**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, • 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.	A ✓
Special Requirements	S1	It may be the case that a number of meetings fall outside of working hours (i.e. after 17.00).	