

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Senior Commissioning Officer	Post No	
Directorate	Childrens Services & Skills		
Division	Childrens Commissioning		
Band and Salary	Band F £42,403 to £48,474 per annum. Incremental progression is subject to performance.		
Responsible to	Commissioning Manager		
Contract Type	18 month fixed term contract due to grant funding, with the option to extend to 24 months.		
Location	Council House, with the possibility of being located in other parts of the borough. It will be necessary to work from a range of council offices within the borough. Hybrid working		
DBS Check	Not Applicable		

Role Purpose

To support the delivery of a range of commissioning projects as part of the Childrens Commissioning Team, carrying out delegated commissioning tasks commensurate with the grade, including lead responsibility for some functions.

To explore the development of internal accommodation to support children looked after, particularly for 16 and 17 year olds.

To explore alternative models of delivery and support wider commissioning activity for accommodation for children looked after.

Role Responsibilities

- To work closely as part of an operational commissioning team to ensure that the commissioning strategies are delivered in a timely manner, with full regard for delivery of quality, value for money and customer satisfaction.
- Contribute to the development and delivery of key strategies e.g. Sufficiency Strategy.
- Conduct options appraisals and prepare and present robust business cases.
- Take a lead on elements of the team plan as assigned by the commissioning manager.
- To ensure that those who use services are actively engaged in the design, monitoring and review of services.
- Ongoing contribution to needs analysis by gathering intelligence about local needs, service requirements and gaps in provision.
- To use knowledge of best practice and local needs to redesign, specify and commission services.
- To work under the guidance of the commissioning manager in children's services to support the development of services that will meet identified local need.
- To work in partnership with corporate procurement for all aspects of the procurement process.
- To ensure effective communication strategies for all commissioning projects involving internal and external stakeholders using appropriate media.
- To develop collaborative relationships with providers and stakeholders, including children and young people and regional partners.
- To work closely with the Quality Assurance and Contract Managers, to monitor service delivery to develop services in line with regulatory requirements, service standards and performance requirements.
- To have a good understanding of the costs and value of services provided, providing information and reports for commissioning managers as required for budget monitoring purposes.
- To develop and maintain knowledge of relevant aspects of children's commissioning practice as required.
- To build effective relationships and ensure effective communication between providers and commissioners to address issues of concern for service development.
- Develop special areas of interest and expertise to contribute to the overall range of commissioning knowledge in the Directorate.
- Any other appropriate duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Educated to degree level Or The ability to demonstrate through extended experience and training, the necessary knowledge and skills to carry out the full range of duties.	Relevant qualification in commissioning, health or social care. PRINCE2 or Project Management.	Application Form Certificates
	Evidence of continued commitment to professional development.		Application Form Certificates

Experience & Knowledge	Experience of working in children's care or education services environment or commissioning or procurement or in a relevant role within health.	Knowledge and awareness of the provider market and current challenges.	Application Form
	Knowledge of the commissioning cycle and team approach to commissioning.		Application Form Interview
	Experience of contract management to deliver agreed outcomes.	Ability to monitor contracts using performance frameworks and ensuring compliance.	Application Form Interview
	Experience of successfully engaging and negotiating with a range of stakeholders e.g., Providers, Health Commissioners.		Application Form Interview
	Experience of successfully managing projects.	Experience of successfully managing commissioning projects and/or service reviews, including risk management.	Application Form Interview
	Experience of supervising and managing staff.		Application Form Interview

	Able to demonstrate relevant knowledge of health, and / or children's social care legislation and policy, as well as their implications for the commissioning of services.	Demonstrate successful use of sources of information and intelligence, drawing on publications, research, and policy materials	Application Form Interview
	Political awareness and familiarity with governance arrangements in local government.		Interview

Skills & Abilities	Skills to identify, extract, analyse and interpret complex data sets and present to different audiences.		Application Form Assessment
	Highly developed verbal and written communication skills able to write and present reports using varied and complex information to a range of audiences, including senior management.	Skills in building and maintaining relationships including areas of conflict management	Application Form Assessment
	Ability to conduct options appraisals and build robust business cases.		Interview
	Effective utilisation of IT skills – including Microsoft Office packages, use of Word, Excel and PowerPoint as a minimum (or equivalent).		Interview Assessment
	Ability to prioritise time and resources to work on multiple projects simultaneously and to meet deadlines.		Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview

	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

Compiled/Reviewed by	Cathryn Greenway – Commissioning Manager
Date	September 2024

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and

transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.