

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Joint Commissioner	Grade:	P08
Reports to (Designation):	Head of Service for Joint Commissioning	Grade:	SMG 3
Directorate:	Children and Young People	Section:	Families, Quality and Commissioning

Main Purpose of the job:

To ensure the strategic allocation of resources to improve outcomes for children and young people in Lewisham.

To lead integration across the wider Children's partnership, driving change to secure improved outcomes for children and young people.

To programme manage complex change programmes to improve service outcomes.

To commission/de-commission services for both London Borough of Lewisham and South East London Clinical Commissioning Group (Lewisham) in line with applicable governance to meet the needs of specific children or young people, particularly those with complex needs requirements and ensure that commissioning decisions are informed by clear performance and quality measures.

Summary of Responsibilities and Personal Duties:

1. To ensure the strategic allocation of resources to improve outcomes for children and young people in Lewisham.
2. To lead integration across the partnership, driving change to secure improved outcomes for children and young people.
3. To programme manage complex change and service improvement programmes, and all related resources (including external staff and consultants) to improve service outcomes.
4. To commission/de-commission services for both London Borough of Lewisham and SEL CCG (Lewisham), in line with applicable governance requirements.
5. To lead the holistic commissioning of services, resource allocation and pooling of budgets to meet the needs of specific children or young people, particularly those with complex needs.
6. To ensure evidence based resource allocation.
7. To lead contract management and monitoring activities for strategic service providers across health and local authority.
8. To drive up quality of service provision.
9. To re-shape services and budgets where appropriate to deliver improved outcomes.

10. To embed principles of early intervention and integration through the commissioning process.
11. To develop & implement annual action plans that contribute to providing services for young people & parents/carers based on national priorities & local needs, across the full continuum of need.
12. To establish and maintain a list of appropriately registered providers and build efficient and effective commissioning relationships with them, including internal providers where appropriate.
13. To ensure that the delivery of services is undertaken with the involvement of children, young people, their families and local communities.
14. To develop and maintain mechanisms that engage & consult with statutory providers, voluntary, private & independent sectors and young people and parents/carers to identify needs and obtain feedback services.
15. To lead development of service specifications and contracts, using appropriate tendering processes.
16. To manage the budget, monitor expenditure and ensure effective systems for financial and performance monitoring are in place, across a portfolio of services.
17. Ensure all aspects of contracting including service specifications, service level agreements, and quality & performance management reflect the principles of value for money and evidence based practice.
18. Manage relationships in the development of joint funding and joint working protocols and procedures with agencies such as schools, SEL CCG, the PVI sector and other Council departments, including the resolution of complex difficulties.
19. To attend meetings representing the Council and/or SEL CCG – internal and external, and relevant Boards as appropriate at a London and national level.
20. To provide information, guidance and training as appropriate on commissioning activity, process and local priorities.
21. To be familiar with and keep up to date with national legislation & policy relating to children and young people and their families, and commissioning.
22. Provide professional advice and guidance to internal and external service providers, including managers, staff and Members, in order to inform the development service provision and improvement of quality.
23. Enable the statutory and voluntary sector to draw down funds nationally and locally to enhance existing service provision and develop new services, and ensure sustainability.
24. Work in compliance with equal opportunities and other council and children's services policies and practices.
25. To participate in individual supervision sessions and annual appraisals.
26. To undertake such duties and responsibilities of a similar level and responsibility, as maybe required from time to time.

27. Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Internal Contacts: These include Chief Officers, Elected members, other Councillors, senior staff in other Directorates, other staff and managers across the Division and the wider Directorate.

External Contacts: These include: residents, public sector partners such as SEL CCG, Health Providers, schools and CVS organisations.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
--------	-------	-------------

Number of partially managed staff:

Title:	Grade	No of posts
--------	-------	-------------

Contractors and consultants	varies	varies
-----------------------------	--------	--------

PERSON SPECIFICATION

JOB TITLE: Joint Commissioning

POST NO:

DEPARTMENT: CYP Joint Commissioning

GRADE: PO8

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community

S

Understanding of how equality and diversity relates to this post **S**

Knowledge

Comprehensive knowledge of the equalities and diversity agenda and statutory frameworks and the impact a Commissioner role can have in achieving equalities objectives. **S**

Comprehensive knowledge of legislation and strategy/policy frameworks for children's services and partnership arrangements, and the application of this knowledge to commissioning

Excellent understanding of the political interface in a local authority and the role and needs of elected members, and of the role and governance of CCGs. **S**

Skills

Excellent I.T. Skills (Powerpoint, Excel, Word)

Excellent communication, writing and presentation skills with experience of effective communication to a range of audiences including senior management, service professionals and service users. **S**

Highly effective organisational and prioritisation skills, managing a demanding and complex work-programme with rapidly changing and competing priorities

Excellent analytical skills demonstrating competence interpreting and utilising a range of different information and data sources, including financial, statistical, and qualitative data and presenting conclusions and implications. **S**

Excellent relationship skills, demonstrating the ability to build positive relationships in challenging environments. **S**

Experience

Experience of leading virtual teams and coordinating service transformation and planning effectively, strategy development and making recommendations to Boards and senior management. **S**

Substantial experience of effective project management and delivery, demonstrating application of project management approaches and principles, and effective change management. **S**

Substantial experience of the commissioning cycle, such as analysis, market development, tendering and contract management. **S**

Experience of budget management and reporting, including making recommendations on the strategic allocation of resources. **S**

Experience of stakeholder communication, management, negotiation and influence, to a range of audiences including senior management, service professionals and service users to achieve service objectives and deliver outcomes for children and young people. **S**

Experience of managing a demanding and complex work-programme with rapidly changing and competing priorities. **S**

Experience of interpreting and utilising a range of different information and data sources, including financial, statistical, and qualitative data and presenting conclusions and implications. **S**

General Education

Educated to degree level with strong literacy and numeracy skills or specific relevant experience.

Personal Qualities

Ability to work in a team and with a wide range of stakeholders.

Flexible, innovative and creative approach.

Circumstances

Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.

Able to work under pressure and to tight deadlines.

DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post