

LPC Job Description

	Job Title	Children's Commissioning Lead
	Directorate	Children and Young People
	Department	Forward Planning, Performance and Partnerships
	Grade	PO3
	Reports to	Senior Children's Commissioning Manager
	Staffing Responsibility	1 x Project Support Officer

Job Purpose:

- To commission services for children, young people and community development that meet strategic priorities and statutory duties, such as Looked After Children, SEND, Social Care, mental health and wellbeing of children and young people, identifying innovative approaches and shaping service redesign to achieve best value through allocated portfolio of work from across the directorate.
- To strategically plan, programme manage, and coordinate delivery of grant funded Activities and services, commissioning a programme of exciting and diverse activities in line with the core aims national, regional and local priorities, that are high quality and safe identifying any gaps in provision and developing strategies to address them to meet the needs of any particular groups.
- To contribute to the strategic planning of commissioning across the Children, Young People and Community Development Directorate.
- To lead quality assurance and contract monitoring activity to ensure that commissioned services meet quality standards and contractual requirements.
- To develop strong relationships with internal and external stakeholders, including schools, community organisation, and external agencies regionally and nationally, to manage commissioned services, and related contracts.

Principal Accountabilities and Responsibilities:

1. Act as lead commissioner for a range of services that meet the needs of children, young people and their families across the directorate through the commissioning and procurement cycle. Lead macro- and micro- commissioning activities against the strategic priorities set out by the Children, Young People and Community Development Directorate.
2. Lead discussions on commissioning intentions with client groups and ensure the voice of children and young people shapes commission activities.
3. Develop commissioning plans that are based on data analysis, drawing on the JSNA. Map existing provision and identify any gaps in provision through data analysis, consultation with

- external and internal state holders and develop strategies to address the gaps to ensure that the needs of all children who services or programmes are aimed at are met
4. Consider new models and innovative strategies to manage demand, improve services and deliver efficiencies
 5. Contribute to the strategic planning of the commissioning of services and designated Programmes which are outcomes focused
 6. Ensure commissioned services meet all quality standards, including all legislative, regulatory and safeguarding requirements. Build and drive successful local partnerships and effective working relationships, for example with third sector, schools and Health, and act as an and other agencies as necessary.
 7. Establish and maintain effective working relationships with internal and external stakeholders, including schools and external agencies.
 8. Develop and maintain effective links with commissioners in other local authorities and represent the LA at regional and key partnership meetings
 9. Lead development of the commissioning framework for services and other designated programme and work with internal finance colleagues to manage the allocation of grants/funding to providers.
 10. Lead communication planning and the marketing of commissioned services, key designated programmes to children, parents and families and other relevant professionals to maximise participation by eligible children and young people.
 11. Lead robust performance monitoring and quality assurance activity to ensure provider compliance with contract terms and take appropriate action where quality standards are not met or where non-compliance is an issue.
 12. Take responsibility for ensuring commissioning activity directly leads to best value for money taking into account service quality requirements, negotiating with service providers in the independent and voluntary sector
 13. Develop and implement the performance monitoring and reporting framework for programme and commissioned services, identifying KPIs for national and local reporting, and take responsibility for completing data returns to relevant bodies.
 14. Maintain effective records of all designated programmes, including delivery and analysis, and provide regular service information as part of commissioner monitoring and to support quality assurance processes.
 15. Produce formal reports, including reviews of commissioned programme/services senior management as required in a way that enables clear, strategic decision-making in the Council and with partners.
 16. Support Service Manager and Senior Commissioning Manager with any day-to-day operational commissioning issues on other contracts or services.
 17. Keep abreast of relevant legislation and regulations related to commissioning of services, holiday clubs and volunteering, and implement any necessary modifications to the to accommodate changes.
 18. Ensure that all commissioning activity complies with the legislative and regulatory framework and/or the council's own policies and procedures.
 19. Provide line management and oversight of Project Officer, to include performance monitoring, supervision and development support
 20. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
 21. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
 22. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
 23. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	None Required
Politically Restricted	No

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i>
Qualifications and Professional Membership requirements: Desirable: NVQ Level 4, HND or foundation degree or A levels or experience in the relevant discipline	A/I
Knowledge (please specify all essential criteria): - Knowledge of the delivery of services to children and young people looked after children and their families/carers and a good understanding of the national/local policy environment. - Knowledge of the relevant legislative framework for holiday clubs and out of school activities - Knowledge of the principles of commissioning and quality assurance - Knowledge of relevant legislations in accordance with the Children Act 2004 - An understanding of how to develop high quality and best value services - Knowledge of financial processes and contract management related to commissioning services - Understanding of project management methodologies and the ability to apply them effectively	A/I/T A/I A/I A/I A/I A/I
Experience (please specify all essential criteria): - A track record of working positively with a range of internal and external partners to achieve measurable and sustained success in a commissioning context - Experience of different administrative and financial processes and practice - Evidence of success in monitoring and quality assuring a broad range of commissioned services preferably in a children's context - A successful track record in achieving best value and service quality through the commissioning process - Evidence of successful collaborative working with a range of internal and external agencies and stakeholders, including staff, external bodies and customer groups. - Experience of responding to rapidly changing work contexts with creativity and flexibility - Experience of undertaking price negotiations with providers - Experience of managing difficult conversations	A/I A/I A/I A/I A/I A/I A/I A/I A/I

• Experience of managing staff or task managing staff to achieve high performance and effective operational delivery, including developing and improving staff capability. • Working effectively in a project management and collaborative environment	
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Skills and abilities (please specify all essential criteria): • Good Communication, written and verbal skills. • Ability to negotiate effectively with a range of service providers and stakeholders • The ability to plan, organise and manage a heavy workload demonstrating good organisational skills and an ability for self-management and motivation, initiative and flexibility • The ability to respond positively to changing demands as a result of changing legislation or working practice • The ability to implement the council's equal opportunities policy in relation to the job responsibilities • The ability to utilise IT effectively, including MOSAIC, e-mail, the Electronic Case Management System, finance packages, Word and Excel. • The ability to analyse and understand complex issues; to investigate and mediate, devise and implement solutions to resolve disputes. • The ability to evaluate service quality to ensure that services are delivered to the highest achievable professional standards, that quality standards are identified and measured and that any remedial action is undertaken where necessary • The ability to network across organisational boundaries and to influence partners (statutory, independent and service users) to deliver positive outcomes for children • The ability to recognise potential and actual abuse (of any kind to an adult or a child) and respond effectively.	A/I/T A/I A/I A/I A/I A/I A/I A/I A/I
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List desirable criteria: • The ability to respond positively to changing demands as a result of changing legislation or working practice • Educated to degree level.	A/I A
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