

LONDON BOROUGH OF MERTON

**CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT
JOB DESCRIPTION**

Post Title:	Service Manager Commissioning
Grade:	MG2
Division / Section:	Commissioning, Strategy and Performance / Commissioning and Partnerships
Location:	Merton Civic Centre, Morden
Responsible to:	Head of Commissioning, Strategy and Performance
Responsible for:	Commissioning Managers x 4
Post number	
Date	July 2013

1. Main Purposes

- 1.1. To ensure the effective commissioning of services for children, young people and their families in line with the commissioning intentions of Merton's Children's Trust; Merton's Education Partnership and Merton council's Children, Schools and Families (CSF) Department.
- 1.2. To engage with senior managers in the CSF Department; other council departments inc Public Health; Merton Clinical Commissioning Group; Sutton and Merton Community Services; South West London and St George's Mental Health Trust; Merton's Community and Voluntary sector and with the borough's Headteachers to ensure priorities for commissioning are identified and service development, de-commissioning and re-commissioning is undertaken as appropriate.
- 1.3. To lead on implementing best practice in the commissioning of children's services for the London Borough of Merton.
- 1.4. To line manage the CSF Department's commissioning team.
- 1.5. To manage designated commissioning budgets (c£3+million pa) and ensure value for money is achieved from commissioned services.
- 1.6. To lead the development of partnership arrangements on behalf of the London Borough of Merton.

- 1.7. To identify and progress cross agency/integrated/sub-regional commissioning opportunities.

2. Main Duties and Responsibilities

- 2.1. To be responsible for the effective commissioning of children and young people's services to meet the strategic priorities and objectives of Merton's Children's Trust; Merton Education Partnership and the council's CSF Department.
- 2.2. To lead a team of commissioning managers responsible for the following areas of commissioning:
 - Early Intervention and Prevention Services
 - Preventative Services for Children with Disabilities
 - Prevention of Care Services (including Crisis Intervention Services)
 - Alternative Education provision
 - Post 16yrs education and training provision
 - Youth Services, including borough-wide positive activities and locality-based youth provision
 - Teenage Pregnancy Prevention and Support services
 - Drug and Alcohol services for young people
 - Public Health Nursing (Health Visiting and School Nursing) Services
 - Children and Young People Obesity Intervention Services
 - Advocacy Services for Looked After Children
 - Young People's Participation
 - Pilots such as Multi-Systemic Therapy and Family Nurse Partnership interventions, where Merton may lead on the commissioning on behalf of partners in Merton's Children's Trust or other Local Authorities.
- 2.3. To ensure that services are commissioned based on needs and that user views, patterns of service usage, evidence-based approaches and changing circumstances inform commissioning decisions.
- 2.4. To ensure that services are commissioned through use of appropriate procurement methods and in line with contract Standing Orders; Financial Regulations and EU procurement regulations
- 2.5. To ensure appropriate contract documentation is in place for all commissioned services.
- 2.6. To ensure that services commissioned have clear specifications and robust performance management and quality assurance frameworks in place.
- 2.7. To ensure that all services commissioned are subject to appropriate performance management and quality assurance by commissioning managers.

- 2.8. To ensure that payments to providers of commissioned services are made appropriately in line with Financial Regulations and other arrangements eg Merton Compact.
- 2.9. To provide day to day line management of commissioning and administrative staff within the service area, ensuring appropriate performance management arrangements are in place.
- 2.10. To manage effectively all budgets complying with council budget monitoring arrangements.
- 2.11. To establish and sustain effective partnership arrangements to identify and exploit joint commissioning opportunities.
- 2.12. To contribute to the development and co-author key strategic plans including the Children and Young People Plan, Joint Strategic Needs Assessment and Health and Wellbeing Strategy and contribute to broader policy/strategy development.
- 2.13. To ensure the involvement of children, young people and families in commissioning processes as appropriate.

3. General Duties

- 3.1. To represent the department as the lead commissioner for children's services in a wide variety of circumstances including internal meetings; meetings with other statutory and non-statutory bodies including central government departments; public meetings, cross-agency fora and in consortia arrangements.
- 3.2. To prepare reports for senior managers within CSF department; the council; Children's Trust Board; Merton Education Partnership.
- 3.3. To deputise for the Head of Commissioning, Strategy and Performance (LBM CSF department) as required.
- 3.4. To be aware of and understand the Council's Equal Opportunities Policies and ensure that at all times the duties of the post are carried out in accordance with these policies.
- 3.5. To adhere to relevant local authority policies and procedures including financial regulations, HR policies and procedures, Equal Opportunities, Health and Safety, information governance and complaints.
- 3.6. To undertake any other duties of an appropriate level as may be required from time to time by the Head of Commissioning, Strategy and Performance (LBM).