

LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS AND FAMILIES (CSF) DEPARTMENT
JOB DESCRIPTION

Post Title:	Commissioning Manager – CSF
Grade:	MGB
Division / Section:	Integrated Commissioning Team
Location:	Merton Civic Centre, Morden
Responsible to:	Senior Commissioning Manager
Responsible for:	
Post number	
Date	February 2022

Context

Since April 2017 Merton has an Integrated Commissioning function across the Children Schools and Families Department, Children’s Public Health and the local Clinical Commissioning Group (CCG). This post would be based in this integrated team. Alongside the development of integrated commissioning, procurement and commissioning is changing, focusing on value-for-money, evidence-based interventions and demonstrable outcomes which impact on our children and young people.

This post holder will deliver to two separate disciplines in fulfilment of this role. The commissioning of priority services as defined by Merton Children, Schools and Families department and the programme development and management of projects delivered under Merton’s Towards Employment offer.

Main Purposes relating to commissioning function

- 1.1. To undertake the effective day to day commissioning of services for children, young people and their families in line with the commissioning intentions of Merton’s Children’s Trust; Merton council’s Children, Schools and Families & Public Health team departments and Merton Clinical Commissioning Group.
- 1.2. To lead on the commissioning of services which could cover any of the following specialist areas:
 - Early Intervention and Prevention Services

- Preventative services for Children with Disabilities including short breaks services and domiciliary care services,
 - Support services for children and young people with SEN and Disabilities, such as advocacy services, young carers services and services to support children with special educational needs
 - Prevention of Care Services (including crisis intervention services)
 - Alternative Education Services
 - Post 16yrs Education and Training Provision
 - Youth Services including borough wide positive activities and locality-based youth provision
 - The needs of vulnerable young people including those Looked After, Young Carers, Unaccompanied Asylum Seeking Children and Young People 'Not in Education Employment or Training' (NEET).
 - Teenage Pregnancy Prevention
 - Drug and Alcohol Services for young people
 - Sexual Health Services for young people
 - Public Health Services
 - Advocacy Services for Looked After Children
 - Semi Independent Accommodation and keywork support services for care experienced young people
 - Young People's Participation ensuring all aspects of the commissioning cycle are addressed including the identification of needs, development of clear and specific specifications, procurement of services, monitoring and evaluation, service development.
 - Sexual health prevention and support services.
- 1.3 To have broad knowledge of various service areas identified above, including models of service provision and the provider 'market' to inform commissioning and procurement intentions and activity.
- 1.4 To ensure that all aspects of the commissioning cycle are followed and undertaken effectively including the identification of needs; development of service specifications; procurement of services; monitoring and evaluation; service/market development.
- 1.5 To lead on service reviews to support the understanding of gaps in services, service improvements needed and market development & commissioning opportunities.

Main Purposes relating to Programme management of Towards Employment employability projects

- 1.6 To provide direct line management to Towards Employment Project Manager and grandparent line management support to 3 x Towards Employment Project assistants, 1 x Towards Employment Project support.
- 1.7 To source and secure external funding in order to cover work of the Team.

- 1.8 To identify, develop and oversee delivery of projects informed by local, regional and national current and projected workforce needs
- 1.9 To be 'expert in the room' on national youth employability agenda, related sub-agendas such as green skills economy and opportunities for strategic collaborations.

2. Main Duties and Responsibilities

Commissioning & Procurement

- 2.1. To be responsible for the effective day to day commissioning of a range of children and young people's services – leading on specific areas as required and as agreed with the post holder.
- 2.2. To ensure safeguarding principles and practices are inherent in every piece of commissioning
- 2.3. To undertake service reviews with providers and Children's Schools and Families divisions
- 2.4. To undertake needs analysis, gain market intelligence and contribute to policy/strategy development to inform commissioning decisions.
- 2.5. To develop service specifications that meet recognised standards which contain appropriate performance management and quality assurance mechanisms.
- 2.6. To commission services through use of appropriate procurement methods and in line with contract Standing Orders; Financial Regulations and EU procurement regulations.
- 2.7. To undertake contract monitoring ensuring compliance with specifications and quality standards, including on behalf of third parties where the council has been asked and has agreed to do so.
- 2.8. To analyse and interpret contract monitoring data and qualitative information to ensure providers are meeting contract aims and objectives and meeting the needs of service users.
- 2.9. Where agreed outcomes are not being achieved by providers, to provide appropriate advice, guidance and challenge to ensure compliance with contract terms.

Employability

- 2.10. To be responsible for the day-to-day programme management of projects developed and delivered as part of Toward Employment's offer
- 2.11. To undertake needs analysis, gain specialist knowledge on regional and national workforce need and skills gaps and contribute to policy/strategy development
- 2.12. To proactively develop cross-sector strategic partnerships in support of collaborative response to securing economic wellbeing for target cohorts
- 2.13. Ensure compliance with different terms, conditions and reporting requirements attached to various funding sources

- 2.14. To provide commissioning expertise where projects require it Provide service/departmental strategic representation where required at both local and regional networks/forums.
- 2.15. Map intersections of internal, regional and national policy and agenda, translating complexity of same into strategic direction and operational practice of Towards Employment offer
- 2.16. Develop operational practice for work of team and for the interface of internal and external stakeholders, (including members of public).
- 2.17. Actively promote work of team at local, regional and national level, sharing best practice and learning.
- 2.18. Actively promote, embed and support the delivery of PH wellbeing content across programme of project delivery.

Budget management & finance

- 2.19. To ensure payments to providers of commissioned services are made appropriately in line with Financial Regulations and using the Council's finance system E5.
- 2.20. To effectively manage budgets allocated to the post holder ensuring compliance with council budget monitoring arrangements and keeping an accurate record of activity based payments.
- 2.21. Ensuring commissioned service providers are notified quarterly about the amounts they need to invoice for services and managing these incoming invoices.
- 2.22. Raising purchase orders for providers and managing payment authorisation with the Council transactions team using the E5 finance system.
- 2.23. Ensure expenditure and reporting relating to externally sourced budget for work of Towards Employability team is compliant with varying terms and conditions of funders.
- 2.24. Manage budgets relating to Towards Employment external funding streams, ensuring effective lines of communication with finance in support of differing requirements and timeframes attached to each stream.

Partnership working & user participation

- 2.25. To support and facilitate the involvement of children, young people and their families to ensure that their views inform commissioning decisions, the shaping of service delivery and of strategies undertaken by the Council.
- 2.26. Within the context of Merton's Children's Trust to establish and sustain effective partnership arrangements with senior and service managers and Head teachers, to ensure effective commissioning of services and to ensure that commissioned services make appropriate contributions to wider service delivery.
- 2.27. To develop partnerships with stakeholders involved in the commissioned services attached to postholders portfolio including Children and Adults' Social Care, Early Help, SEND, SIA and keywork service providers senior managers in Merton CCG and voluntary sector organisations.
- 2.28. Develop strategic partnerships and increase stakeholder engagement in economic wellbeing agenda including Merton supply chain and non-supply

chain employers, sector relevant regulatory bodies, neighbouring Local Authorities, Resident Social Landlords, PH commissioned services and GLA sector academy hubs.

Strategic direction and planning

- 2.29. To contribute to strategic needs analysis and planning e.g. Joint Strategic Needs Assessment and Children and Young People's Plan.
- 2.30. To identify and explore alternative funding opportunities to maximise the number and range of commissioned services – e.g. specific grants; pilot funding; ESF grants etc.
- 2.31. To identify external funding sources and lead on joint, cross-sector bids to fund development of employability projects and pathways
- 2.32. To contribute to the development of the local market via capacity building and partnership development including with the local community and voluntary sector and within sub-regional partnership arrangements
- 2.33. To attend national and regional meetings to ensure that Merton's priorities and strategic direction on the listed specialist areas (see 1.2) link in with the national agenda.
- 2.34. To work with the service leads in the effective commissioning and management of CSF priority services currently delivered by Carers Support Merton, Merton MENCAP and Jigsaw4U and various semi-independent accommodation providers.

3. General Duties

- 3.1. To represent the local authority in a wide variety of circumstances including internal meetings, meetings with other statutory and non-statutory bodies, public meetings, cross-agency fora and consortia.
- 3.2. To contribute to the further development of integrated practice within the team
- 3.3. To prepare reports for senior managers within the local authority, Children's Trust Board and relevant partner organisations.
- 3.4. To maintain and further develop an outcomes framework for reporting the impact of key commissioned services.
- 3.5. To deputise for the Head of Service as required.
- 3.6. 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.
- 3.7. To adhere to relevant local authority policies and procedures including but not limited to; Safeguarding, Financial Regulations and processes, HR policies and procedures, Equal Opportunities, Health and Safety, Information Governance, Freedom of Information Requests and Complaints.
- 3.8. To undertake any other duties of an appropriate level as may be required from time to time by the Service Manager Commissioning.

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PERSON SPECIFICATION

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1. Education, Training & Qualifications

- A degree, relevant professional qualification to degree level, commissioning qualification or significant experience of commissioning public services.

2. Skills and Abilities

- Ability to use data from multiple sources to identify needs/gaps in services and from this, develop new ways of working.
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- Effective communication skills, verbal, written and in presentations for a range of audiences and stakeholders.
- Ability to consult and work with young people, engaging them in all aspects of the commissioning cycle
- Ability to negotiate credibly with a range of stakeholders on complex issues and reach positive outcomes
- Proven ability to plan, organise and prioritise own work.
- Analytical skills required to manage budgets and statistical data

3. Knowledge and Experience

- Demonstrable experience of commissioning, procuring and managing services within children's social care, health and education which includes undertaking all stages of the commissioning cycle.
- Demonstrable experience of leading service reviews and producing reports for senior management
- Experience of using management information, quantitative and qualitative, for both performance monitoring and reporting.

- Experience of leading service improvements to meet agreed outcomes.
- Experience of working effectively with partners to secure positive outcomes for children and young people.
- Experience of market development and procurement
- Experience of leading young people's participation and ensuring user voice
- Knowledge of the government agenda, legislative framework, guidance and regulations relating to children & young people.