

**Manchester City Council
Role Profile**

**Commissioning Officer, Grade 7
Commissioning Service, Children and Families
Reports to: Commissioning and Contracts Team Manager**

Job Family: Children's Contracts and Commissioning

Key Role Descriptors:

The post holder will be responsible for commissioning and contracts management of a range of services for the Children's Directorate.

The role holder plays a critical role in delivering a range of agreed services, including Children Looked After and Care Leavers Placements, that are commissioned to a consistently high standard. These commissioned services will deliver value for money for the Council in line with financial regulations and in partnership with the commissioning hub and corporate procurement in order to meet the needs of local communities as well as the priorities of the Council.

The role holder will develop relationships across independent, voluntary and public sector partners within the area and across the city, in order to promote participation and involvement in service design, evaluation and review.

The role holder will work in partnership with providers, partners, customers and colleagues, to stimulate local communities to develop and provide personalised and flexible services that deliver good outcomes for children and young people. This will include ensuring that the successful delivery of the Children's Placements Sufficiency Strategy.

The role holder will assist in the provision of grants to voluntary organisations in line with agreed commissioning strategies.

Key Role Accountabilities:

Ensure that tendering and contracting processes run effectively and that contracted services meet the needs of children and young people.

Contribute towards the development of and commissioning and purchasing plans, including a decommissioning plan where required, including taking relevant actions and recommending services. This will include assisting in the successful delivery of the Children's Placements Sufficiency Strategy.

Complete a range of contract management functions, which will include; Quality Assurance and Commissioning Visits, Contract Management Meetings, Provider Forums and whole service reviews.

The ability to analyse the impact and performance of a commissioned service; utilising a range skills such as analysing electronic and paper data, liaising with internal and external professionals.

Ensure providers are delivering in accordance with regulatory requirements; such as Ofsted, QCQ and national and local best practice.

Create, develop and maintain appropriate management information systems to a high standard and record detailed, accurate information.

Identify, interpret and extract information from a variety of sources, ensuring that outstanding information is followed up and ensuring the accuracy and consistency of information, using initiative to resolve problems.

Establish and maintain good working relationships with internal and external stakeholders and colleagues, including effective transfer of knowledge, information and best practice.

Ensure that services and community resources are available to meet children and young people's needs both at a city wide level and for a specialist area.

Work flexibly to the needs of the service.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration

Commissioning Officer – Key Competencies and Technical Requirements

Generic Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication Skills:** Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders.
- **Analytical Skills:** Ability to identify patterns and trends that may impact on decisions with skills to identify risks and any assumptions made. Ability to present information using simple descriptive statistics; mathematical averages, percentages, appropriate tables and charts.
- **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **Problem Solving and Decision Making:** Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable recommendation.
- **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.
- **ICT Skills:** Ability to set up and maintain effective systems to manage and retrieve information. Skills to use ICT systems to obtain and analyse data and present it effectively.
- **Commissioning Skills:** Ability to use the skills and knowledge of partners to inform commissioning intentions in a wide area of activity.

Technical requirements (Role Specific)

- Knowledge and experience of Children's Social Care Legislation and regulatory bodies.
- Significant knowledge and experience of working with Children Homes Regulations, Fostering Regulations and Care Leaver and Supporting Living Regulations.
- Extensive knowledge of commissioning and procurement cycles and extensive experience of practice applications.
- Extensive experience of developing effective partnerships within stakeholders.
- Willing and able to adopt a flexible approach to working hours, including attendance at evening and weekend meetings and travelling away from base from time to time. (NB This should not deter applicants with carer commitments as we will adopt a reciprocal flexible approach where needed)
- This post is subject to an enhanced disclosure check.