Children's Partnership Commissioning
Career progression framework
December 2024

Job Title	Range[1]	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Placement Officers	Range 3	Identify, negotiate and broker resources for children, young people, families and carers across children's services and young people transitioning into adult services.	Salary: **£24,525**	Salary: **£26,897**	Salary: **£29,268**
			Requirements at this level: **Qualifications** • A minimum of 5 GCSE's (grades 4-9) or equivalent including English & Maths. **Knowledge** • Awareness of childcare legislation e.g. Children's Act 1989, 2004 and SEND Code of Practice 0-25, Disabilities Act 2010. • Basic understanding of the placement processes and the needs of children and families. • Awareness of the importance of safeguarding and confidentiality. • An awareness of confidentiality, GDPR legislation and data protection procedures. • An awareness of equality, diversity and inclusion. **Experience** • Experience of working in a customer or service user facing environment. • Exposure to working in settings involving children, young people or families. **Skills** • Experience attending meetings and taking basic notes.	**Requirements at this level in addition to level 3A:** **Qualifications** • Level two safeguarding children, level one safeguarding vulnerable adults. **Knowledge** • A good awareness of Medway Councils responsibilities under its Sufficiency Duty. • A good understanding of the concepts of risk management and safeguarding children. • A good understanding of the quality assurance procedures and the quality framework. **Experience** • Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences at a good level. • Ability to work independently within defined procedures to a good standard. • Ability to prioritise tasks and work under pressure to meet deadlines. **Skills** • Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences at a good level.	**Requirements at this level in addition to level 3A and 3B:** **Qualifications** • Minimum NVQ3, or equivalent in health and social care or similar. **Knowledge** • Detailed knowledge of population needs and commissioned services across children's commissioning. • Comprehensive knowledge of safeguarding policies and procedures and how to put them into practice. • In-depth knowledge of national frameworks, legislation and strategies for placement service. • An understanding of GDPR legislation and best practice in relation to information sharing **Experience** • Experience of managing work related pressures and meeting deadlines. • Experience with joint funded placements, such as working with the ICB or SEND to ensure accurate funding. • Experience in multi-agency setting to drive placement strategies. **Skills** • Proficiency in Microsoft Excel, including the ability to create

[1] Salaries accurate as of financial year 2023/2024

			• Demonstrate the ability to provide a basic level of written and oral communication skills. • Good organisational skills with attention to detail. • Ability to organise and prioritise workload to achieve deadlines. • Good interpersonal skills with a confident telephone manner • Able to use Microsoft word, outlook, excel and teams	• Ability to work independently within defined procedures to a good standard. • Ability to prioritise tasks and work under pressure to meet deadlines. •	financial models, perform data analysis, and generate reports. • Strong communication skills, both written and verbal, to effectively communicate information and analysis to stakeholders, such as management, clients, or stakeholders. • Ability to influence and implement service improvements effectively. • Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.
Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Coordinator	Range 4	Conduct comprehensive assessment of the needs of children, young people, carers and their families, ensuring resources are sourced, allocated and tailored to meet individual needs in a timely and efficient manner and balance cost effectiveness with quality of services to ensure efficient use of resources whilst focusing on maximising outcomes for individuals. Create and foster strong working relationships with the Integrated Care Board, educational institutions, providers and other relevant stakeholders to ensure seamless and good quality services. Advocate for children, young people, carers and families to ensure their voices are heard and incorporated into service planning and delivery. Review effectiveness of resources and services provided to ensure they continue to meet the evolving needs of children and young people.	Required for this level (in addition to all previous levels))	In addition to level A	In addition to levels A and B
			Qualifications • 3 A-Levels, or NVQ Level 3, or equivalent, in a relevant field such as social care, health or education.	**Qualifications** • Level 3 Safeguarding children.	**Qualifications** • NVQ Level 4 health and social care, education or related field.
			Knowledge • Basic understanding of safeguarding policies, child development and support services for children and young people. • General awareness of local authority processes and management. • Basic understanding of legislation and the impact of working in a local authority. • A good understanding of equality, diversity and inclusion. • A good understanding of GDPR legislation and best practice in relation to information sharing. • Understand the role of advocacy • An understanding of procurement. •	**Knowledge** • In-depth understanding of key legislation such as the Children Act, Care Act, and safeguarding regulations. • Knowledge of different resource options for children and young people. • Process knowledge for assessing needs and allocating resources. • A good understanding of the Council's procurement process and procedures • A good understanding of the Council's procurement process and procedures	**Knowledge** • Comprehensive knowledge of services commissioned, procurement, and resource management. • Thorough understanding of complex needs assessments and risk management. • Expert knowledge in service compliance, quality assurance frameworks, and national standards for children's services.
			Experience • Experience of working with children, young people, carers or	**Experience**	**Experience**

			families (e.g. residential care, educational setting or children's services). • Experience of dealing with customers in a courteous and helpful way by keeping them advised of progress and offering them a solution to their problem. • Experience working with a range of ICT packages (e.g. Word, Excel, PowerPoint). • <u>Experience of supervising andsupporting others in their role.</u>	• Demonstrated experience in ability to work independently to source and coordinate resources. • Experience in collaborating with external agencies and stakeholders (e.g. Integrated Care Board, SEND, Ofsted). • Experience conducting assessments of need and coordinating support, ensuring quality throughout. • Experience of advocating on behalf of others • Experience of undertaking formal supervision and coordinating the work of others. • Experience of procurement of services	• Experience leading service reviews, implementing improvements and ensure compliance with legislation. • Significant experience in manging complex cases involving children and young people. • Experience of reviewing the quality and effectiveness of services, balancing cost, identifying concerns and taking action to drive improvement
			<u>Skills</u> • Good organisation and time-management skills to prioritise workload and achieve deadlines. • Strong communication and interpersonal skills and ability to follow set processes. • Basic problem-solving skills. • Basic advocacy skills • Ability to use Microsoft Word, Excel, Teams and Outlook. • Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to supervisor/line manager for unusual or difficult problems. • Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working. •	**<u>Skills</u>** • Strong decision-making skills, including ability to prioritise. • Enhanced communication, negotiation skills for dealing with multiple stakeholders. • Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience. • Ability to monitor and review service outcomes and identify areas for improvement. • Developed advocacy skills, including research, persuasion, compromise, analysing and evaluating information • Demonstrable ability to explain straightforward tasks to others, where required. • Ability to provide meaningful feedback to staff to enhance performance and influence outcomes	**<u>Skills</u>** • Leadership and supervision skills, with the ability to guide and support colleagues in their roles. • Ability to use own judgement and creativity to assess situations, using advanced problem-solving and decision-making skills. • Strong analytical and reporting skills, including the ability to present information to senior management.

Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Work Steam Lead	Range 6	Ensure that the organisation's objectives and priorities are in alignment by providing strategic oversight and guidance across the designated work streams. Focus on the continuous development of innovative solutions that address	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> • Foundation degree or equivalent Level 5 qualification in a related field (e.g. social care, health, or	**<u>Qualifications</u>** • Level 3 Safeguarding children.	**<u>Qualifications</u>** • Level 7 postgraduate IPC Brookes Commissioning qualification.

		service requirements and maintain a commitment to continuous improvement. Ensure that multiple projects are delivered within the designated timeframe, scope, and budget by leading and managing them. Employ effective project management methodologies to monitor progress, identify risks, and manage dependencies. Engage and collaborate with internal and external stakeholders to ensure that their perspectives are integrated into the design, delivery, and evaluation of services. Cultivate robust partnerships with organisations such as health services, neighbouring local authorities, and voluntary organisations. Guarantee adherence to pertinent legislation, policies, and procedures, including data protection, equality, and safeguarding. Identify any possible risks in all work streams and devise mitigation strategies to mitigate their adverse effects on service delivery. Collaborate closely with finance teams to effectively manage budgets, thereby assuring cost-efficiency and value for money across services. Contribute to the development of financial reports and forecasts by monitoring financial performance. Establish and oversee performance indicators to evaluate the efficacy of services and work streams. Provide senior management and stakeholders with consistent reports that emphasise progress, hazards, and opportunities for improvement. Support staff, partners, and stakeholders in adapting to new working methods, ensuring seamless transitions and sustained improvements in service delivery, by leading change management initiatives within the work streams. Assist in the development and review of policies and procedures that affect	business management), or have a professional qualification related to level 7 commissioning or project management.	• Working towards a Level 7 postgraduate IPC Brookes Commissioning qualification.	
			Knowledge • Good understanding of commissioning and service delivery. • Good understanding of safeguarding and relevant legislation • An awareness of the One Medway Council Plan • Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding • Knowledge of change management theories and how to support others to adapt to change	**Knowledge** • In-depth knowledge of commissioning frameworks and service contracts. • In-depth knowledge of performance management and quality assurance processes. • In-depth knowledge of relevant guidelines and legislation relating to specific workstreams, i.e. SEND, Social Care, Neuro diversity. • Good understanding of the One Medway Council Plan to ensure alignment with the workstreams • Understanding of stakeholder management and project management	**Knowledge** • Expertise in national policies and strategic initiatives. • Comprehensive knowledge in commissioning and quality assurance. • In-depth knowledge and understanding of political landscapes and the impact on workstreams.
			Experience • Experience of participation in small-scale projects or work streams. • Experience working with multi-disciplinary teams and partnership working. • Experience in undertaking and evaluating research. • Experience of writing supporting documentation (this may include reports, business cases, or market/provider reports and analysis). • Of supervising others.	**Experience** • Experienced in leading on complex projects with multiple stakeholders. • Experience manging resources and budgets efficiently. • Experience in undertaking data analysis and report on findings. • Experience in leading on contract negotiation and cost reductions. • Of line managing others.	**Experience** • Proven track record in leading high-level multiagency initiatives. • Proven track record in strategic planning and policy development. • Experience of leading programmes of change and holding organisations to account. • Experience of financial management, negotiation skills, and cost-benefit analysis and saving capabilities for Medway Council. • A proven track record for producing improved outcomes, using innovative solutions, cost savings, and risk management.
			Skills • Demonstrate good project management skills. • Good financial awareness and budget tracking skills. • Ability to build and maintain supportive relationships both	**Skills** • Advanced communication and negotiations skills. • Advanced Improvement and service evaluation skills. • Excellent analytical skills and the ability to effectively use intelligence, as well	**Skills** • Exceptional problem solving and decision-making skills. • Exceptional strategic thinking and leadership skills. • Excellent communication, negotiation, consultation and

		the work streams, ensuring that they are current, evidence-based, and in accordance with legislative requirements and best practices. Collaborate with colleagues from the broader organisation to ensure integrated service delivery, facilitate knowledge exchange, and contribute to shared objectives. Offer mentorship and guidance to team members who are less experienced. Ensure that children, young people, carers, and their families are at the heart of service planning and delivery. Implement mechanisms for user feedback and actively engage service users in co-designing services.	within a team and external stakeholders. • Effective communication and negotiation skills tailored to meet the needs of a wide range of audiences and stakeholders. • Able to engage with stakeholders to ensure their voice is heard and reflected in the design, delivery and evaluation of services • Ability to use Microsoft Word, Excel, Teams and Outlook. •	as the ability to conduct and access relevant research, interpret findings, and report on them. • Excellent reporting skills including the ability to simplify and explain complex data both qualitative and quantitative. • Able to identify and mitigate risks to projects	influencing skills tailored to meet the needs of a wide range of audiences and stakeholders, • Being able to lead commissioning programmes with • Able to mentor team or support other service managers.
Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Programme Lead	Range 7	Work with directorates across Childrens' and Adults Services and work collaboratively with the ICB and wider health environment in order to build and maintain effective working relationships that deliver successful outcomes. This will include Influencing internal and external stakeholders to support and safeguard our most vulnerable people. Work within legislative frameworks set by Ofsted, CQC and the DFE to ensure that regulatory practices are followed, and Medway is working in line with best practice guidance and legislation. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Manage and motivate a team of professionals to deliver successful commissioning projects and programmes to improve the safety and wellbeing of residents. Support the Head of Service to deliver the business and service plan,	Required for this level ???	In addition to level A	In addition to levels A and B
			Qualifications • Accredited Commissioning qualification or degree equivalent in relevant area e.g. Social Care, Health, Education or Business Management.	**Qualifications** • Level 3 Safeguarding Children • GCF Procurement 2024 regulations certificate.	**Qualifications** • 24-months experience leading and manging a team.
			Knowledge • Knowledge of programme management principles, including project life cycles and portfolio management practices. • Understanding of commissioning and contract management practices. • An understanding of principles of data quality, data protection and information sharing and how to apply them. • Knowledge of health, education and social care policy and local authority/public sector regulations. • Knowledge of legislation, policies and procedures in relation to	**Knowledge** • Comprehensive understanding of programme governance and risk management. • In-depth understanding of key policies, frameworks, and statutory requirements. • A developed understanding of how to promote population health addressing the wider determinants of health and health inequalities. • Good understanding of the One Medway Council Plan and the Integrated Care Board	**Knowledge** • Expert knowledge of national and regional guidance and policies. • Financial and resource management knowledge. • Extensive knowledge of policies and strategies to improve outcomes.

Commented [pj1]: Is this reflected in the job profile?

		ensuring performance targets are set annually, reviewed throughout the year and outcomes reported to the relevant Directorate Management Team. Support the Head of Service to operate within budget, identifying financial risks and opportunities for the service. Deputise for the Head of Service at appropriate meetings and act as service manager in their absence to ensure all service areas are delivering effectively. At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.	GDPR and data protection, equalities and safeguarding • An awareness of the One Medway Council Plan		
			Experience • Leading projects with positive outcomes. • Cross-team collaboration and communication. • Experience in the writing and preparation of reports for senior management. • Experience of managing budgets, commissioning services, and ensuring value for money. • Experience of line managing a team	**Experience** • Experience of leading the delivery of a programme of work and projects with successful proven track record. • Experience of designing, commissioning, and managing projects and programmes to improve outcomes. • Experience managing and co-ordinating a range of teams delivering shared objectives. • Experience of providing leadership to drive improvement in outcomes and reducing inequality.	**Experience** • Experienced in leadership of high-impact programmes. • Experience influencing national and regional policy. • Experience in providing positive leadership to drive change and a supportive culture. • Experience in providing leadership to enhance and improve outcomes for services, children and families. • Demonstrable expertise in working in political and democratic systems and with a range of organisation cultures to improve outcomes and drive innovation. • Expertise in prioritising and managing resources at a system wide level to achieve outcomes and demonstrate return on investment and savings and efficiencies. • Experience of deputising for the Head of Service at meetings
			Skills • Good problem-solving and critical thinking skills. • Good project management skills and effective time management in leading projects. • Proficient in the use of Microsoft Word, Excel Teams and Outlook • Advanced and effective communication skills, including oral, written, presentation, briefing and influencing others tailored to meet the needs of a wide range of audiences and stakeholders.	**Skills** • Advanced financial management and budget oversight skills. • Strategic planning and long-term visioning skills, making connections, anticipating challenges and envisioning different scenarios that could impact success. • Able to work to and for the evidence base, conduct research and provide informed advice. • Demonstrable ability to contribute to the ongoing development and achievement of the strategic vision for the service.	**Skills** • High-level negotiation and partnership building. • leadership in organisational change.