# **Job Description**

Job title Work stream Lead Commissioner of Education & SEND

Directorate PEOPLE: Children and Adults

Division Children’s Commissioning

Grade MPR 6

Reports to Stephanie Brown

## **Main purpose of the job:**

To support the delivery of an Education and SEND commissioning and sufficiency strategy that is rooted in outcome focused solutions that will support Medway Council and Medway Schools achieve their strategic and overarching objectives.

Provide support and expertise to provide and develop the commissioning function for Education and SEND in Medway as part of a wider programme of work taking place to refresh the SEND strategy and sufficiency strategy. With the overall ambition to ensure all children and young people with SEND receive high quality education and achieve their potential, within the spending capacity of the high needs budget.

In addition, work across a wide range of projects, activities, and services under the remit of the Children’s Commissioning Unit. Working to the Head of Commissioning or relevant Programme Lead you will take a lead role in supporting a range of activities that may include –

* Commissioning
* Sufficiency
* Quality Assurance
* SEN
* Financial Management and Business Planning
* LDA

You will work in a proactive, solution focused manor to ensure that Medway Council achieves its strategic and overarching objectives. In effectively engaging key partners and stakeholders you will promote the [vision and values](https://www.medway.gov.uk/info/200364/medway_council_strategy_2022_to_2023#values) of the Council.

Liaise with stakeholders in a way that promotes the vision and values of the [local area SEND strategy (2022-2025).](https://www.medway.gov.uk/downloads/file/7664/medway_strategy_for_children_and_young_people_with_special_educational_needs_or_disabilities_send_2022_to_2025)

**Accountabilities and outcomes:**

Be the strategic commissioning officer for all things Education and SEND on behalf of Medway Council.

Work on the planning, development, and implementation of relevant programmes of work, ensuring they are delivered in accordance with the required outcomes, performance targets, and measurable savings.

Develop clear commissioning plans for the next 3 years including a portfolio of work and matrix of robust and proportionate project management of contracts.

Ensure risks are managed effectively to support delivery and ensure that the Education team are engaged and involved in the strategic planning and review elements of the commissioning cycle and that a partnership approach is taken to the commissioning of services.

Ensure appropriate methods are employed to analyse and interpret need, demand, spend data and provider performance data, including profiling the provider market to ensure proactive planning is taken to address gaps in provision securing sufficiency in provision, ensure high standards of service delivery and good safeguarding practices are being embedded. Direct and support the shaping of provider markets to address need and drive service improvements where required.

Support senior managers to build their resilience to work through complex issues and identify future opportunities for achieving savings, value for money, improved service quality and effectively manage risk.

 Work in partnership with other schools and agencies to share the learning and good practice and maximise opportunities for collaborative commissioning.

 Ensure that all commissioning activity is carried out in accordance with legislation, national guidelines and Medway Council’s policy and procedures, and is applied using the principles of good practice including ethics and probity and take account of safeguarding policy and standards.

Work closely with the Children’s Social Care commissioners, education specialists and schools and the quality assurance team to ensure skills and oversight are shared and that there is resilience in the system.

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.

## **Key Corporate Accountabilities:**

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone’s responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## **Organisation:**

This role reports to the Programme Lead for Education and SEND.

The post holder may be required to line manage others as well as direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## **Working Style:**

Hybrid working – a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home, as well as completing site visits.

The post holder may be based at home and travel to other sites as and when required as part of their duties.

**Person Specification**

All criteria at level A are considered essential unless stated otherwise.

**Qualifications**

Level A

Educated to degree level or equivalent (or with demonstratable professional knowledge and experience in the relevant subject area)

Willingness to engage in continuing professional development

Level B (in addition)

Attended and completed Medway Council Procurement Training

Level C (in addition)

Working towards a level 5 commissioning and/or management qualification

Desirable

* Project Management Qualification
* QCF Health and Social Care Management level 5
* Accountancy Qualification

**Knowledge**

Level A

* Demonstrate some knowledge and understanding of the role of a commissioner and the commissioning cycle.
* Demonstrate some understanding of relevant guidelines and legislation relating to specific workstreams. These may include SEN, social care sufficiency, neuro diversity etc

Level B (in addition)

* Demonstrate a good understanding of the commissioning cycle
* Demonstrate a good understanding of relevant guidelines and legislation relating to specific workstreams. These may include SEN, social care sufficiency, neuro diversity etc.
* Understand the political environment within local government.
* An understanding of and ability to maximise services efficiency and achieve best value for money.

Level C (in addition)

* An in depth understanding of relevant guidelines and legislation relating to specific workstreams. These may include SEN, social care sufficiency, neuro diversity etc.
* Political awareness and awareness of impact of actions.
* Detailed knowledge of stakeholders' services.
* Knowledge of effective communication methods and track record of efficiently communicating essential points, comprising objectives and benefits.
* Knowledge and experience of leading consultations with key partners and stakeholders including focus groups, away days and market engagement events
* Knowledge of effective team management with an ability to resolve conflict, keep teams on task and hold colleagues to account

**Experience**

Level A

* Some experience of co-operation and team working with stake holders.
* The ability to assist in undertaking and evaluating research.
* Some experience of supporting a commissioned service.
* Self motivated, able to work independently within guidelines towards agreed goals/outcomes
* Experience of working within related sectors. These may include education, health, social care, youth work and education
* Able to work independently to identify data sources and collect and analyse data to contribute to service development
* The ability to speak from knowledge on quality assurance process with the ability to support colleagues as appropriate

Level B (in addition)

* Demonstrable experience in working effectively with providers to develop and deliver services for users in relevant specialist area of commissioning
* The ability to undertake data analysis and report on findings.
* Experience of managing and delivering a project or service.
* Prior experience demonstrating financial management and negotiation and conflict resolution skills.

Level C (in addition)

* Experience of successfully planning, developing, and managing programmes and projects, with an understanding of the impact across organisations.
* The ability to perform data analysis, generating reports on findings, delivering demonstrations of findings, and formulating action and outcome improvement strategies.
* Experience of leading programmes of change and holding organisations to account.
* Experience of demonstrating financial management, negotiation skills, and cost-benefit analysis and saving capabilities for Medway Council.
* Experience of dealing with difficult issues that may arise from time to time with external contractors, council members, staff and/or service users in a calm and productive way and ability to resolve complex issues and be proactive in identifying solutions in a politically sensitive environment.

**Skills**

Level A

* Organisational and prioritisation skills
* Ability to build and maintain supportive relationships both within a team and external stakeholders.
* Some experience of report writing.
* Good analytical skills and able to use intelligence effectively, with ability to engage in and access relevant research and to interpret and apply it to support commissioning activity.
* Effective communication and negotiation skills tailored to meet the needs of a wide range of audiences and stakeholders.
* Awareness of quality assurance and how this is implemented in specific area of work.

Level B (in addition)

* Good organisational and prioritisation skills
* Understanding of and ability to maximise service efficiency and achieve best value for money.
* Comprehensive communication skills across a range of media for audiences at a senior level
* Good consultation, negotiation, and persuasion skills.
* Ability to work on own initiative and as part of a team to tight deadlines.
* Excellent analytical skills and the ability to effectively use intelligence, as well as the ability to conduct and access relevant research, interpret findings, and report on them.
* Good understanding of quality assurance and ensuring that services meet predefined standards.

Level C (in addition)

* Excellent organisational and prioritisation skills
* Being able to lead commissioning programmes with a proven track record for producing improved outcomes, cost savings, and risk management.
* Excellent reporting skills including the ability to simplify and explain complex data both qualitative and quantitative.
* Excellent knowledge and understanding of quality assurance processes. Making sure that services meet predefined standards and challenging stakeholders to maintain and enhance quality of commissioned services.
* Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders, including members, schools' providers, service users, carers and public in the development of plans and service specifications, through focused service user forums, questionnaires, or attendance at established service user groups