

# Job Profile

## Specialist Commissioning Officer

Grade: 8

Date created: June 2017

### About the Job

To support to the Specialist Commissioning Manager in securing appropriate placements to meet the particular needs of Children and Young People with additional needs including SEND. To provide the council with access to a range of effective commissioning options with appropriate control mechanisms to ensure they provide the best outcomes for these children and young people.

### This is what we need you to do...

- To support the Specialist Commissioning Manager in creating and developing relationships with a range of institutions and establishments capable of meeting the needs of all children and young people 0 – 25 with additional needs and SEND in Gloucestershire.
- To monitor the Education Funding Agency's High Needs place allocations.
- To create bespoke packages of support for individuals to ensure that all children and young people are supported in their most appropriate setting, including identifying opportunities for employment links (e.g supported internships)
- Management of procurement processes for educational placements where needed.
- Support the Specialist Commissioning Manager to ensure high quality, appropriate options are available to meet the needs of children and young people with additional needs including SEND.
- Management of relevant data for commissioning provision including High Needs place allocations with the Education Funding Agency.
- Management of reviews of commissioning briefs/agreements for specialist and alternative in county provision, 0 – 25, and commissioning placements accordingly.
- Produce contracts/Individual Placement Agreements as necessary at all settings including Independent Specialist Placements and Non Maintained Special Schools.
- Keep up to date with relevant policy, best practice and legislative changes to allocated outcome areas and recommend innovative solutions and changes to services to meet the new requirements.
- To contribute to a joint working protocol for the commissioning requirements across SEND and CYPs commissioning teams.
- Contribution towards the management and implementation of SEND policies and joint commissioning arrangements for children and young people with Education, Health and Care Plans (EHCPs) with colleagues and professionals
- Project management of SEND re- organisations including implementation of relevant statutory processes
- Undertake contract monitoring directly with providers and to assist in the development of contract monitoring arrangements for new and existing contracts
- To contribute to the development, implementation and maintenance of procurement systems (i.e. DPS) with partner local authorities.

### Special Conditions

- This position is subject to an Enhanced Disclosure and Barring (DBS) check and you will be asked to apply for a Disclosure Certificate if you are offered the position.

## **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

### **The ideal candidate will have...**

#### **Experience**

- Excellent knowledge of Special Educational Needs legislation and processes
- Experience of working in a commissioning environment as a commissioner or provider.
- Experience of assisting with commissioning and procurement activity including high risk and complex projects requiring innovative solutions
- Successful experience of multi agency working
- Experience of working with stakeholders and partners.
- Project support, planning and reporting.
- Development of communication and engagement plans.
- Experience of working in areas where policy and legislation are subject to change.

#### **Knowledge, Skills and Understanding**

- Working within and between multi agency partners and providers.
- Experience of analysing and producing written and verbal summaries of available evidence.
- Ability to communicate effectively with a wide range of stakeholders.
- Ability to complete options appraisals
- Ability to compile detailed specifications which reflect evidenced need and customer feedback/preference to commission service.
- Knowledge of procurement and commissioning legislation, policy and processes.
- Good written and verbal communication skills

#### **Behavioural attributes**

- Able to work effectively with people at all levels within, and external to the council and able to build effective relationships.
- Committed to continuous improvement
- Customer focussed and able to communicate appropriately with customers and members of the public.
- Emotionally resilient.
- Flexible, creative and self motivated.
- Organised and able to meet deadlines.
- Politically aware.
- Ability to work on own initiative
- Ability to work effectively as part of a team
- Flexible with a “can do” attitude to work

#### **Education & Qualifications**

##### **Essential**

- Excellent levels of literacy and numeracy evidenced by GCSEs Grade A-C, NVQ Level 4 or equivalent experience.