

**ROYAL BOROUGH OF GREENWICH
JOB DESCRIPTION**

DEPARTMENT Children's Services

POSTHOLDER SECTION Strategy, Performance and Commissioning

GRADE PO6

POST DESIGNATION: Personalised Commissioning Team Leader

Purpose of Job:

To lead a team providing effective commissioning for individual children across Children's Services. To ensure the prompt identification and contracting of suitable, high quality provision that

- (i) Ensure provision commissioned meets the children's assessed needs, strengths and preferences and are designed to secure good outcomes for the child and represent good value for money.
- (ii) Designed to improve outcomes for the individual child.
- (iii) To monitor the quality of provision and use monitoring information and feedback to commissioning for individuals. Ensuring that RBG receives good value for money.
- (iv) To support and maintain effective procedures and processes for managing the referral and commissioning of provision for individuals.
- (v) To ensure that all work complies with Council policies and procedures and meets statutory requirements and locally agreed standards.
- (vi) To lead and oversee the commissioning of placements and individual support for children.

Main Duties

- I. To hold overall responsibility for the effective management of the Personalised Commissioning Team, reporting to the Head of Joint Commissioning. To hold responsibility for the team's work performance and to ensure that services are delivered in a timely and effective way.

2. To ensure compliance of systems and practice with relevant guidance, regulations, policy and procedure.
3. To devise criteria and implement systems that enable personalised commissioning officers to identify and secure the best value provision. This is likely to require working with other commissioning authorities to secure sub-regional agreements; negotiating terms with providers that exceed pan London contract terms and securing cost and volume contracts with some providers
4. To support the Quality Assurance and Development Officer in ensuring that the team has good quality assurance mechanisms in place. These will include collecting, collating and analysing feedback and complaints from children and families, professionals, IROs etc; challenging providers to make improvements and making decisions on placements that take account of feedback on providers.
5. To contribute to needs analyses and improvement planning for permanence with data on patterns of need, trends and gaps in provision etc., monitoring information and service user feedback.
6. To shape and manage the market for placements to ensure that Greenwich children have access to an appropriate range of high quality placements that meet needs
7. To contribute to panels and meetings that determines decisions on permanence planning, meeting the needs of Looked After Children, disabled children and other children in need.
8. To negotiate issues relating to fees, quality and level of care provided, inspection reports and involvement.
9. To represent the authority in regional and Pan-London forums and work through these to improve the contracting of services from voluntary organisations or independent sector providers.
10. To contribute to the development of commissioning and procurement strategies designed to ensure that the maximum use is made of limited resources, and that those resources achieve best fit with the needs of children.
11. To ensure accurate, timely and appropriate records are maintained and stored; that data are shared and transmitted in line with information sharing and security standards in Children's Services; and that record-keeping is efficient and supports good decision-making.

12. To undertake any other work appropriate to the level and general nature of the post's duties, supporting the Head of Joint Commissioning to deliver the service improvement plan.

13. To continually review the work being undertaken and make recommendations to the Head of Joint Commissioning on how to improve the efficiency and effectiveness of the role and the team's processes and procedures

14. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement

Designation of the Post to which the Post-Holder normally reports to:
Head of Joint Commissioning

**ROYAL BOROUGH OF GREENWICH
PERSON SPECIFICATION**

| | Assessment Method A= Application Form I= Interview T= Test | Shortlisting Criteria |
|--|---|------------------------------|
| EXPERIENCE | | |
| 1. NNEB, NVQ and/or substantial direct experience of working in a Health, Social Care, local government or other relevant environment. 2. Experience of writing reports, data research and information gathering 3. Experience of setting up monitoring and office systems to ensure effective, productive work 4. Experience of commissioning social care provision for children and young people to ensure appropriate support. | A/I A/I/T A/I A/I | ✓ ✓ ✓ ✓ |
| KNOWLEDGE/EDUCATION | | |

| | | |
|--|-------|---|
| 1. Holds a relevant degree or equivalent qualification | A | √ |
| 2. An understanding of the key issues affecting Children's Services | A/I/T | √ |
| 3. An understanding of commissioning processes and contract management for individual children and young people. | A/I/T | √ |
| 4. An understanding and experience of assessing, commissioning and placing children to ensure appropriate packages of support. | A/I | √ |
| 5. Knowledge and experience of matching services to meet assessed needs of children. | A/I | |
| 6. An understanding of the legal and regulatory framework relating to residential and foster care. | A | √ |
| SKILLS/ABILITIES | | |

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|---|-------|---|
| 1. Good communication skills both written and verbal | A/T/I | √ |
| 2. IT skills - strong use of MS Word, Outlook Excel and using web based applications e.g. social care system | A/T | √ |
| 3. Numeracy/ analysis of qualitative/quantitative data | A/T | √ |
| 4. Research and project management skills | A/T/I | √ |
| 5. Commitment and enthusiasm for improving services to children and young people and the engagement of young people and their families within the commissioning process | A/I | √ |
| 6. Ability to assimilate and be precise in giving both written and verbal information. | I/T | |
| 7. Ability to work on own initiative to high professional standards. | | |
| 8. Ability to prioritise and manage a range of tasks | A/I | √ |
| 9. Ability to work flexible hours, including some evenings and weekends. | A | √ |

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| EQUAL OPPORTUNITIES | | |
| I. Understanding and commitment to equality of opportunity and how it would apply to the role. | A/I | |

Please note that all elements included are essential. Those items marked '□' should be particularly addressed in your application.