

JOB DESCRIPTION

JOB TITLE: Head of Commissioning, Health, Wellbeing & Prevention or Vulnerable Children

JOB NO:

GRADE: 7

DIVISION: Children and Families

NO OF POSTS: 1

SECTION: Commissioning, Strategy & Transformation

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES

1.0 JOB PURPOSE

- 1.1** The postholder will provide expertise and strong leadership and management to drive performance and to lead commissioning and/or delivery to meet **the Council's priorities and meet service targets**. To work across the complex system of commissioning with the full range of providers to secure effective, efficient services.
- 1.2** The postholder is a member of the Children, Young People and Families Senior Management Team and will represent the Council and the ICB at senior national and regional level seeking to influence government policy, legislation and best practice by taking an active part in a range of networks. Examples include regional commissioning groups, NHSE, ADSS and LGA networks, OFSTED and CqC.
- 1.3** Offering leadership, assurance and to embed performance management and quality assurance practices across Children and families Services. Working in collaboration with senior commissioners, heads of service and strategic managers to ensure the effective commissioning of services, contract management and service development and change.
- 1.4** Leading, understanding and working with complexity, working both independently, and as a team member to make significant changes, transform and improve services and support to children, young people and families.
- 1.5** The postholder will advise Members and Directors in respect of operational planning and commissioning, policy matters and service delivery issues and engage with partners in the promotion, communication and delivery of services.
- 1.6** A key requirement of the postholder is the ability to communicate, motivate and effectively influence others at all levels and across the council, Trust, VCSE and NHS organisations and a variety of professional groups within provider services, NHS Provider organisations with partners and with other agencies crucial to the quality and standards of professional practice and provision of services to children, young people and families.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1** Manage the Commissioning team, with Head of Service level responsibility for service delivery and the management of people, encouraging a culture of high performance and engagement to deliver efficient and successful outcomes for the service and the citizens of Birmingham.
- 2.2** Determine or support the determination of the strategic direction of Birmingham City Council (BCC) and partner agencies in relation to their specialist expertise.
- 2.3** Undertake representational and communication duties on behalf of the Council and **partners both to promote and protect the Council's interests in matters concerning their specialist areas.**
- 2.4** Advise BCC on their obligations and duties arising from the statutory/regulatory framework covering their specialist subject.
- 2.5** Shape and/or recommend Council policy concerning their specialist areas of activity.
- 2.6** Create, monitor and review frameworks of performance measures and quality standards to be applied in the delivery of services in their area of expertise.
- 2.7** Lead the commissioning of **and/or act as the Council's Lead Client in relation to** services in their specialist areas.
- 2.8** Drive and operate partnership and co-operative working with other agencies/bodies to ensure the effective commissioning and/or delivery of services in their specialist areas.
- 2.9** Manage major programmes within their area of expertise or where their specialism is predominant.
- 2.10** Deliver major projects and resolve complex casework where required by the Director of **Commissioning and Director of Children's services.**
- 2.11** Specify and mentor the Continuous Professional Development of other professionals in their field.
- 2.12** Develop a coherent, consistent, and effective joint and internal commissioning strategy.
- 2.13** Lead in the development of systems and process across the Birmingham system (including the council, schools and NHS) to improve governance and ensure commissioned services can be delivered in a timely manner to improve outcomes for children and young people.
- 2.14** Develop and deliver a joint commissioning approach underpinned by co-commissioning with parents, children and young people.
- 2.15** Develop and embed a performance culture that delivers results and improves outcomes for young people.
- 2.16** Engage with senior managers across BCC, NHS and Schools & other partner organisations to ensure cohesive and inclusive standards and practices and improvement in the quality of practice.
- 2.17** Lead the development of commissions with significant budgetary implications (over £100 million) across the CCG and County Council; ensure that in the design and

commissioning there is a balanced approach to customer/client's experience and expectation, value for money and service delivery quality.

- 2.18** Identify ways to make savings, offer cost avoidance and opportunities for return on investment across the system through better use of the total resource available, through managing demand and the market/service optimisation.
- 2.19** Understand and manage the interdependencies, priorities, context and independence of the two organisations to ensure clinical compliance and observance of both **organisations' different regulatory and legal requirements**.
- 2.20** Identify and secure significant commitment and resources across the range of provider organisations and thorough navigating both organisations executive and non-executive decision-making processes.
- 2.21** Deputies in the absence of the Director – Commissioning, Transformation and Strategy leads on all activity.
- 2.22** Implements strategies for large scale change and commissioning activity including delivery plans.
- 2.23** Review existing services, re-designing pathways of care and service provision, develop robust flexible service specifications and community led solutions.
- 2.24** Lead and manage multiagency boards, groups and teams of individuals to achieve the best outcomes for each relevant cohort.
- 2.25** Optimise and develop the voluntary and community sector alongside NHS and council providers to enhance commissioning and promote innovation.

Portfolio responsibilities

Head of Commissioning, Health, Wellbeing & Prevention	Head of Commissioning, Vulnerable Children, and families
Lead commissioner for all health and wellbeing services – including 0 to 19 health child programme and family hubs development	Lead commissioner for Vulnerable children and families, including Birmingham children's Trust and Early Help
Lead the plans to develop and integrated commissioning service with the ICB	Lead, set up and oversee individual brokerage services and commissioning for individual SEND Services, including robust quality assurance and decision which reflects the multi-disciplinary nature of the support required
Develop and Manage partnership agreements and relationships to effectively influence the systemwide vision and approach for joint commissioning.	Lead expert and critical friend to support the commissioning of complex individual packages of care and the systems within which these will operate.
Summary of current contract areas (subject to change and will be negotiated)	Summary of current contract areas (subject to change and will be negotiated)
0-19 Healthy Child Programme Family Hubs/ Best Start to Life Children & Young People Transport Service (CYPTS)	Birmingham Children's Trust Holiday Activity Fund (HAF) Short Breaks BCP Early Help

Head of Commissioning, Health, Wellbeing & Prevention	Head of Commissioning, Vulnerable Children, and families
Mental health and emotional well being services Health and NHE services and therapies to support SEND	Household Support Fund Employment & Skills including NEET Post 16 services BEP School Improvement Services

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER J OB TITLE: Director of Commissioning, Strategy and Transformation

J OB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Strategic Manager Joint Commissioning	6 and 5	4	3

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes	No
Level of check required	Standard	
	Enhanced	
	Enhanced with barred list check – Adults	
	Enhanced with barred list check - Children's	X
	Enhanced with barred list check – Adults & Children's	

Date:	Name:	Signature:
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Person Specification

Post: Head of Commissioning

Grade:

Division: Commissioning

Section:

Directorate: Children & Families

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; P. = Presentation.

	CRITERIA	ESSENTIAL	M.O.A.
1	Education/Qualifications	1.1 Relevant professional qualification	AF
		1.2 Evidence of work related continuing professional development in their specialist field.	AF
2	Experience	2.1 Significant experience of working successfully with Members and Directors on complex issues and the development of strategic direction.	AF/I
		2.2 Track record of operating corporate projects and providing clear advice on policy options and policy development.	AF/I
		2.3 Experience of developing and delivering representational and communication activities that successfully deliver key messages to the public and internally.	AF/I/T
		2.4 Demonstrable experience of partnership working, including the ability to influence and, where required, lead multi-agency projects and initiatives with particular reference to standard and direction setting and whole service commissioning.	AF/I

		2.1 Substantial experience of working in a senior leadership role with people management responsibility including setting a clear vision, direction, objectives and responsibilities, assuming accountability and inspiring others by acting with integrity and role modelling the council's values and behaviours	AF/I
3	Skills & Ability	3.1 Good understanding and ability to develop and implement effective performance management and quality assurance frameworks.	AF/I
		3.2 Demonstrable knowledge and understanding of the statutory, policy and strategic commissioning framework within which specialist services operate and their context within local government, the Clinical commissioning group and the wider NHSE system as a whole.	AF/I/P/T
		3.3 Knowledge and understanding of implementing equality and diversity in commissioning and reviewing service delivery.	AF/I/P
		3.4 An understanding and commitment to effective customer and community engagement leading to service redesign and change management.	AF/I
		3.5 Ability to communicate the vision and bring it alive as well as bringing people on the journey from across multiple settings to enable positive change.	I
		3.6 Sound understanding and application of procurement legislation including social value	AF/I
		3.7 Promotes a culture of professional curiosity embracing new ideas and addresses poor performance within individuals and working groups.	I
		3.8 Able to change the status quo and achieve service improvement.	AF/I
4	Personal Attributes	4.1 Promotes the need for change and acts as a role model for change	AF / I
		4.2 Positive, committed, adaptable, thorough and confident approach.	AF/I
		4.3 Ability to work to deadlines and to motivate others to work effectively and demonstrate a duty of care.	AF/I/P
		4.4 Committed to diversity in service delivery and employment.	AF/I
		4.5 Innovative and creative approach to service improvement and value.	AF/I
		4.6 "Can do" attitude	I

	4.7 Sound analysis and decision making in dealing with complex service delivery and/or policy development matters	AF/I
	4.8 Demonstratable leadership skills and the ability to manage people and teams across multiple settings.	AF/I

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: