Commissioning Officer (Children's Health) — Role Profile

Service: Children's Directorate – Children's Commissioning Service
Band: Band 9
Reporting to: Specialist Commissioner
Responsible for: Commissioning Support Officer

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

Working alongside providers and key stakeholders, this role works within a team to deliver transformation agendas and commission services for the children and young people of Trafford and their families, to ensure our services are meeting their needs. The team project manages the delivery of a range of services that includes (but is not limited to) mental health provision, community health provision such as SALT, SEND support, family help provision, and youth voice projects. The role leads on commissioning new services, delivering local strategic agendas, managing contracts, and overseeing the performance and quality of provision within Trafford.

Your Main Priorities

- Provide support to all aspects of the commissioning cycle for children and young people's service provision and whole family support.
- To enable the delivery of strategic priorities by undertaking duties specified in this job description as allocated against the following work streams – incorporating taking a lead in the following areas (there will be cross over and a need to undertake work across the broader portfolio as business requirements dictate):
    - Children's Mental Health Agenda
    - Children's Community Health Provision
    - Children with Special Educational Needs and Disabilities
    - Family Help Provision
    - Youth Voice Projects
    - SEND Reform Projects

Key duties

- Identify, advise, and recommend services to be commissioned considering the resources available and Council's strategic priorities.
- Plan and organise a broad range of complex tasks and activities requiring formulation and adjustment of plans, policies, pathways, and strategies.
- Work autonomously to ensure effective and timely implementation of relevant programmes and projects.
- Hold the responsibility of expenditure of delegated budgets during the commissioning process.
- Where needed, being the line manager for allocated Commissioning Support Officers and be responsible for:
    - ensuring that systems for regular management supervision, appraisal and staff development are in place and consistently implemented to meet agreed objectives and outcomes.
    - the implementation of the relevant policies on sickness absence, grievance and discipline and managing highly complex and sensitive issues concerning staffing issues, competency, discipline, and grievance cases and being responsible for taking appropriate action
- Lead the development of service specifications and work with procurement through the tendering process.
- Lead the development and maintenance of quality standards, performance and finance management, and monitoring systems for internal and external services.
- Develop and implement commissioning plans across allocated workstreams including project management of transformation activity.
- Develop positive working relationships with a wide range of health and social care providers and make them aware of the strategic direction of service development.
- Work with communities to identify benefit realisation through partnerships at a local level.
- Lead market and service reviews and help identify opportunities for development.
- Undertake financial analysis of existing and future commissioned provision in terms of cost and effectiveness.
- Lead the development of business cases and applications for income generation i.e., through funding bids and joint partnership applications.
- Undertake any other duties allocated by the Commissioning Leadership Team.

About You

Qualifications and Professional Development

- Educated to degree level or equivalent, or demonstrable practitioner or equivalent managerial experience
- Professional management qualification to post graduate diploma level, professional qualification or equivalent experience
- Evidence of continued professional, managerial and personal development
- Formal Project Management qualification or equivalent experience

Experience and Knowledge

- Proven experience of working in local authority, NHS or other relevant organisation at supervisory or management level
- Experience of partnership working or integrated commissioning
- Proven experience of the use of research and evaluation methods and project delivery, including the use of project management methodology
- Proven experience of procurement and financial management processes within a commissioning role
- Extensive knowledge of at least one of the following areas and demonstrate transferrable skills;
    - Market Management
    - Children's Health
    - Service Transformation
- Evidence of continued professional, managerial and personal development
- Experience of working or influencing at a senior level within a local authority, NHS or other relevant organisation
- Knowledge of Children's Health and Social Care
- Research and evaluation methods
- Information and management systems
- Procurement processes

Skills and abilities

- An ability to work effectively with senior managers and key partners across all relevant organisations, effectively and quickly building relationships and credibility to gain complete participation in projects
- Excellent communication skills appropriate to the audience and subject, with the ability to challenge perceptions and professional assumptions, influencing and negotiating successfully with a wide range of stakeholders
- Ability to develop plans over the medium to long term, thinking strategically and anticipating risks, opportunities, and obstacles

- Ability to work on own initiative and as part of a team, identifying issues and evaluating and exercising judgement before reaching solution-focussed decisions
- Ability to analyse and interpret key data to inform and develop practice and formulate creative and innovative solutions
- Excellent project management skills with the ability to work to tight deadlines
- Ability to prepare and present complex or sensitive information to a range of audiences
- Strong management skills with the ability to lead and motivate staff, set priorities and targets to meet service standards and accountability frameworks

Special Conditions

- This role is classed as a hybrid role and will be home and office based therefore flexible working will be required
- Willing and able to travel to sites within the Trafford Borough
- Flexible working will be required and occasional working out of normal office hours from time to time may be required

Date prepared/revised	January 2024 / minor amends 12.10.26
Prepared/revised by	S Atkinson (reviewed by TS) / L Barton
Job evaluation:	Existing generic evaluation

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.