



Your job

Job Title: Commissioning Manager – SEND & Alternative Provision

Service: SEND Service

Grade: 10

Reporting to: Service Manager - SEND

You will work positively with all key stakeholders to manage the implementation, monitoring and evaluation of commissioned services for children and young people with special educational needs and/or disabilities and those accessing Alternative Provision, ensuring that these arrangements deliver value for money and improved outcomes for Wigan's children and young people.

You will be a dynamic and proactive leader and take responsibility for overseeing the procurement, contract management and quality assurance of SEND services and commissioned placements with independent education and alternative provision providers.

As part of this role, you will ensure that the Council is compliant with its statutory duties and work collaboratively with other services and teams across the council and its partner agencies to address the needs of children and young people.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Ensure that commissioning and quality assurance practices align to the council's policy in line with legislative requirements and other related initiatives, whilst also contributing to our corporate missions under Progress with Unity.
- Develop and embed robust Quality Assurance Processes across all aspects of all commissioned SEND and Alternative Provision services to ensure a culture of performance management that drives continuous improvement.
- Identify and implement new ways of working in line with best practice and establish credible plans for future commissioning developments.

On an ongoing basis you will:

- Lead on the development of commissioned services to meet the identified needs of the children and young people with SEND.
- Develop and maintain SEND and Alternative Provision specific commissioning strategies, policies and procedures which support effective working practices.
- Lead procurement activities within the commissioning cycle, providing direction and challenge, and delivering agreed outcomes in accordance with strategic plans and in timescales.
- Proactively lead a portfolio of SEND and Alternative Provision contracts and/or service agreements including the budget oversight, performance management and quality assurance activities to ensure that external providers deliver the best possible outcomes for children and young people.
- Monitor developments relating to commissioning and contracting - analysing the contracting and commissioning implications of national/local trends, market sufficiency and make recommendations about areas in which the Council needs to act.
- Take a lead responsibility for the specification, negotiation and preparation of commissioning documentation and the resolution of

contract related issues, ensuring that all activity adheres to legislative requirements and financial regulations.

- Oversee a performance management framework which enables confidence in the outcomes delivered by providers including value for money, compliance with legislative requirements and which improve the experiences of children and young people.
- Ensure that there is an accurate forward plan for procurement activity and contract management and that this accord with corporate standards and national regulations.
- Support operational SEND and Alternative Provision managers and leaders within the Council to effectively address any identified gaps in services and improve the quality of services for children and young people living in Wigan.
- Lead on the implementation of appropriate evaluation and monitoring approaches, ensuring that contracts or equivalent arrangements include specific and measurable criteria in relation to unit costs, outcomes, quality assurance, user involvement, and service standards.
- Lead on the facilitation of needs analysis, research projects, and data collection, ensuring all relevant information underpins effective decision making as part of the commissioning cycle.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Degree level qualification; or evidence of other qualifications e.g. NVQ Level 4 or able to demonstrate an equivalent level of experience.
- Demonstrate an advanced level of knowledge of commissioning, procurement and contracting approaches and corresponding concepts and principles of the services areas.
- Good knowledge of SEND and Alternative Provision legislation, including the Education Act 1996, Children and Families Act 2014 and the Public Procurement Regulations and the impact on practice.
- Demonstrate a good knowledge of performance and quality assurances systems.

- Have a good working knowledge of Microsoft packages including Word, Excel, Powerpoint and Teams and be able to use these to effectively present working processes and the evaluation of service delivery.
- Good knowledge of effective financial systems and processes.
- Experience of inter-agency working and managing relationships
- Experience of leading projects and/or programme management and strategic service analysis, planning, development and review.
- Recent relevant experience of performance management.
- Experience of managing budgets and ensuring value for money
- Experience of working with contractors and managing effective working relationships.
- Experience of managing, developing and supervising staff.
- Experience of procurement and the commissioning of external services, preferably in a SEND or Alternative Provision arenas.
- Evidence of analytical and research skills, and the application of these in commissioning role.
- Evidence of influencing, negotiating and persuasive skills, as well as good communication and listening skills.
- Evidence of skills in budget management and good financial acumen.
- Ability to supervise and motivate staff in a results driven service.
- Ability to evaluate options and find effective and creative solutions.
- Demonstrate ability to work under pressure and achieve deadlines.
- Ability to operate IT systems to facilitate efficient service delivery.
- To think and act independently whilst working on multiple projects.

Our Culture

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

Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”