

<b>Title</b> <b>Senior Professional Practitioner – Commissioning and Contracts</b>	<b>Department</b> <b>Children, Families and Young People</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To develop, manage and monitor contracts in the Commissioning & Contracts Team to ensure that appropriate services are available to children and young people requiring Short Breaks and High Needs Supported Accommodation or 16+ Supported Accommodation. Managing Staff, contracts, and leading on the programme of quality audits to meet the required service standards, in line with the service plan.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Personally and through direction to team members to deliver the targets set down in the service and team business plan</li> <li>2. To lead on the quality audit process for contracts within the commissioning and contracts team, or to act as the expert in youth homelessness</li> <li>3. To plan and deliver an annual programme of reviews of all contracts and create reports with recommendations.</li> <li>4. To work closely with colleagues in Legal Services and Corporate Procurement to draft and issue new contracts, contract variations, extensions and closure documents and undertake contract negotiations regarding contract term, fees and redesignation.</li> <li>5. To develop contracts that achieve good outcomes for children and young people</li> <li>6. To develop contracts that provide best value for money, such as individual and block contracts, frameworks, memorandums of understanding and service level agreements</li> <li>7. To place young people into appropriate supported accommodation settings, facilitating access to emergency accommodation, placement and transition planning</li> <li>8. To develop and promote new and innovative ideas that build on existing good practice in related areas and deliver key targets set out in local and national strategies and performance</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Specified service targets within agreed resources</li> <li>2. Effective supervision of practitioners to secure high levels of performance</li> <li>3. Effective commissioning and management of external providers to secure high levels of performance</li> <li>4. Alert the Commissioning and Contracts Manager of issues that could affect performance</li> <li>5. Ensure resources are used effectively and distributed equitably</li> </ol>	

<p>frameworks</p> <ol style="list-style-type: none"> <li>9. To manage the collation, analysis and quality assurance of data to inform continued development of the service, contribute intelligence to policy makers and facilitate the completion of statutory returns.</li> <li>10.To participate fully in the appropriate tendering and evaluation procedures.</li> <li>11.To ensure that people who do/may use services and their carers are involved in evaluating, planning and specifying services</li> <li>12.To provide line management supervision sessions to staff as specified including completion of EPDRs</li> <li>13.Providing practice coaching, guidance and day-to-day support with practice to other SPPs, unit leaders/CSWs and when required case managers and child and family workers</li> <li>14.Chairing of multi-agency meetings to prevent placements from breaking down and complex case resolution meetings</li> <li>15.To plan and deliver provider workshops, and consultation events</li> <li>16.Completion of accurate and timely records of work completed</li> <li>17.Maintaining close working relationships with a range of other professionals and updating them on progress and concerns</li> </ol>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Evidence of continuous professional development.</li> <li>2. Knowledge and understanding of the main issues affecting the service area.</li> <li>3. Knowledge of effective, evidence based practice</li> <li>4. Knowledge of the legal processes, relevant legislation and best practice surrounding the commissioning and procurement of goods and services.</li> <li>5. Knowledge of the principles and practice of: customer service, safeguarding issues, equality issues, budget management, commissioning and procurement, data management</li> <li>6. Educated to degree level, or a professional qualification relevant to children and family services</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>7. Can demonstrate the abilities to drive the team and commissioned providers toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.</li> <li>8. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.</li> <li>9. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues</li> <li>10. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.</li> </ol> <p>Ability to make decisions and solve problems to meet operational targets, involving solutions and prioritising resources available</p>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 2 year's experience of managing contracts, quality audits or driving service improvements</li> <li>2. Minimum of one year's recent experience within the area of SEN and Disability or Youth Homelessness from either an education, social care or health background</li> <li>3. Experience of planning and organising team work or co-ordinating complex activities and managing staff</li> <li>4. Experience of operating in a multi-agency environment</li> <li>5. Managing engagement and consultation exercises</li> <li>6. Specifying and implementing new services and or service redesign</li> <li>7. Strong ICT skills and the ability to source, manipulate and analyse complex data</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>11. To provide line management supervision for up to 3 staff</li> <li>12. Financial liability and responsibility for contract agreements for budgets totalling £10million</li> <li>13. To be aware of and understand emerging national policy and developments and to be able to develop and lead local initiatives with regard to short break services, and high needs supported accommodation or youth homelessness</li> <li>14. To monitor contract performance using performance data, information gathered during contract monitoring visits and contract review meetings, information from complaints and compliments and the views, experiences and outcomes of service users and carers, and take necessary action to drive service improvements.</li> </ol>	

15. To work with the Market Development Manager to identify any gaps in the provider market
16. To work unsocial hours, including evenings and weekends, in line with service needs
17. Reports to a Commissioning and Contracts Manager

*Please attach a structure chart*

Date: 06/07/2020