# Role Profile

## Part A - Grade & Structure Information

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| **Job Family Code** | **12BF** | **Role Title** | **Lead Commissioning Manager - Linked Data and Integration** |
| **Grade** | PS12 | **Reports to (role title)** | **Principal Commissioning Manger - Analytics Hub (Statistics and Forecasting Lead)** |
| | | **Directorate** | **Children's, Schools and Families** |
| **JE Band** | 519-613 | **Service** | **CSF Commissioning** |
| | | **Team** | **Insight and Innovation** |
| | | **Date Role Profile was created** | **Nov-16** |

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

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| **Role Purpose** including key outputs | The Lead Commissioning Manager - Linked Data and Integration will accurately link together person-level datasets to assess family outcomes across multiple areas and to enable complex modelling (e.g. forecasting, simulation, CBA)<br>The post will lead on a linked dataset for needs analysis which contains data submitted for statutory and mandatory returns, allowing us to make reliable comparisons between groups, including for other Local Authorities.<br>This role will also jointly lead on a linked dataset for performance management which contains near-live data from across all available sources and allows daily, weekly and monthly judgements to be made about family circumstances, service involvement and progress.<br>Develop near-live information for risk-based early warning systems (e.g. RONI, Risk of CSE). |
| **Work Context** | The Insight and Innovation team works with Market Strategy and Quality and Experience staff creating the commissioning function within the Children's Schools and Families directorate. The functions of the team focus on looking at the impact and effectiveness our services are currently having: both within SCC and those we have procured based on performance information. This team is a driver for change and looking at new models and approaches for commissioning maximising partnership working and looking at new social investment or other funding opportunities. The team is responsible for reviewing the impact of commissioning decisions taken to ensure there is clarity on the consequences of the decisions on children young people and families |
| **Line management responsibility** if applicable | Will have line management responsibility for the Senior Commissioning Officer - Analysis |
| **Budget responsibility** if applicable | Will have indirect budget infleunce up to £2m. |

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| **Representative Accountabilities**<br>Typical accountabilities in roles at this level in this job family | Analysis, Reporting & Documentation<br>• Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken.<br>• Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives.<br><br>Customer Service & Support<br>• Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity.<br>• Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards.<br>• Drive change and embed new ways of working to ensure high quality service delivery and value for money.<br><br>Planning & Organising<br>• Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and council strategy.<br>• Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.<br><br>Finance/Resource Management<br>• Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.<br>• Contribute to resource and budget planning within own area.<br><br>Work with others<br>• Liaise internally and externally at senior levels to establish service requirements and priorities and ensure the department/service issues are appropriately represented and acted upon.<br>• Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.<br><br>People Management<br>• Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints.<br>• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.<br><br>Duties for all<br>Values: To uphold the values and behaviours of the organisation.<br>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.<br>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work |

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| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | • Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area.<br>• Knowledge of the principles of change management, project management and continuous improvement, and their practical application.<br>• Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness.<br>• Ability to manage budgets and resources to deliver effective support to their area of responsibility.<br>• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.<br>• Comprehensive knowledge of computerised business systems.<br>• Understands how to inspire and motivate others.<br>• Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.<br>• Wide experience in successful leading, coaching, mentoring and developing of staff. |
| **Details of the specific qualifications and/or experience if required for the role in line with the above description** | The post holder will require technical skills in data management, business intelligence and analytics – data modelling, data visualisation , data integration , statistical software, with a focus on building analytics solutions. |
| **Role Summary** | Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the Council's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or council objectives. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit. |