

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	13BF	<b>Role Title</b>	<b>Principal Commissioning Manager - Learning &amp; Skills</b>
<b>Grade</b>	PS13	<b>Reports to (role title)</b>	<b>Head of Market Strategy</b>
		<b>Directorate</b>	<b>Children's, Schools and Families</b>
<b>JE Band</b>	614-734	<b>Service</b>	<b>CSF Commissioning</b>
		<b>Team</b>	<b>Market Strategy</b>
		<b>Date Role Profile was created</b>	<b>Nov-16</b>

## 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.

<b>Role Purpose</b> including key outputs	Lead commissioning for Learning and Skills Post-16, working as part of the Market Strategy Team developing markets and commissions across the breadth of Children Schools & Families and Children & Young People's Partnership's responsibilities. Lead commissioning plans and projects for Market Strategy, in particular for Learning and Skills.
<b>Work Context</b>	The Market Strategy team works with Insight and Innovation and Quality and Experience staff creating the commissioning function within the Children's Schools and Families directorate. Market Strategy shapes markets and delivers commissioning intentions that improve value for money and outcomes for children. This involves developing outcome focused commissioning plans for key market sectors and developing positive working relationships with internal and external partners to support joint commissioning e.g. Public Health and the CCGs. The team work closely with partners and Insight and Innovation and Quality and Experience to develop joint commissioning priorities for the Children & Young People's Commissioning Plan, led by the Assistant Director for Commissioning & Prevention. Responding to needs analyses to address gaps in provision, the team stimulates new entrants to markets and innovative approaches to managing demand and commissioning.
<b>Line management responsibility</b> if applicable	Will have line management responsibility for two direct reports as well as responsibility for staff on key projects.
<b>Budget responsibility</b> if applicable	Commissioning responsibilities up to £120m. Direct contract management up to £20m.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken.</li> <li>• Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives.</li> </ul> <p>Customer Service &amp; Support</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards.</li> <li>• Drive change and embed new ways of working to ensure high quality service delivery and value for money.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.</li> <li>• Contribute to resource and budget planning within own area.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon.</li> <li>• Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others</p>
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<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area in a demanding business environment.</li> <li>• Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application.</li> <li>• Authoritative knowledge of the work practices, processes and procedures relevant to the role including broader sector/commercial awareness.</li> <li>• Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.</li> <li>• 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.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven ability to inspire and motivate others.</li> <li>• Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.</li> <li>• Proven ability to assess risks and benefits in a complex environment and respond appropriately.</li> <li>• Substantial experience in successful leading, motivating, coaching, mentoring and developing staff.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Professional qualification in children's services, or relevant other qualifications, with strong demonstrable understanding of commissioning practice.</p> <p>Extensive experience of commissioning within the field of Learning &amp; Skills and the wider partnership environment.</p>
<p><b>Role Summary</b></p>	<p>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. Their work includes developing and implementing operational plans and contributing to the longer term plans for the area in line with council strategy. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. 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.</p>

