

Role Profile

Part A - Grade & Structure Information

Job Family Code	9PCS	Role Title	Senior Commissioning Officer - Early Years & Childcare
Grade	PS9	Reports to (role title)	Early Years & Childcare - Business Sufficiency Manager
		Directorate	Childrens, Schools and Families
JE Band	314-370	Service	CSF Commissioning
		Team	Market Strategy
		Date Role Profile was created	01/11/2016

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.

Role Purpose including key outputs	<p>Manage the development of the market for Early Years and Childcare across a given geographical area through support for new and existing providers in business development.</p> <p>Develop robust financial planning and monitoring to ensure businesses are viable and sustainable in the long term and promote good business practice by supporting childcare businesses to identify issues that could impact on their future sustainability and facilitate solutions.</p> <p>Manage commissioning projects in Early Years & Childcare and also working flexibly across Early Help, Market Strategy and Commissioning in Children's, Schools & Families.</p>
Work Context	<p>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.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Risk Management</p> <ul style="list-style-type: none"> • Identify opportunities and risks associated with the service and escalate / report to management. • Investigate concerns, complaints and safeguarding issues to promote satisfactory and positive outcomes and protect vulnerable members of society. <p>Service Development</p> <ul style="list-style-type: none"> • Contribute towards developing professional policy, standards and procedure and / or developing and implementing team plans and monitoring and reviewing of services to enhance quality of service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. • Contribute to service plans and plan staff resources to maintain operational delivery of services. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist with budget/resource/funding management in accordance with the council policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. • Work in partnership with service users, their families/carers. <p>People Management</p> <ul style="list-style-type: none"> • Line manage and/or supervise, guide, advise and mentor less experienced or non-professionally qualified staff on casework and provision of care services, making sure that staff act in accordance with procedures and good practice. Assist in the development of staff and in the timely provision of services. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & 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>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Relevant professional qualification and relevant registration where required and experience, or considerable experience of working within the service area. • High level working knowledge of relevant legislation, procedural frameworks and practice standards in a specialised area of practice. • Able to assess, plan and review appropriate support. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Able to lead team working, and use supervision to improve personal performance and practice of junior staff. • Understanding of the principles of confidentiality and information governance and how these apply to social care. • Ability to communicate with compassion and authority in challenging situations and with resistant individuals, be able to effectively engage with people in complex situations both short-term and building relationships over time. • Satisfactory DBS clearance might be required.

Details of the specific qualifications and/or experience if required for the role in line with the above description	Experience of commissioning in Early Years and Childcare or related area.
Role Summary	<p>Roles at this level may manage a small team delivering specific front line services and/or will be an experienced professional assessing and managing a complex caseload supporting consistency and standards of practice, in a defined service or geographical area. They will require a professional qualification and experience or extensive practical experience. They usually work with a range of agencies and extended services in various settings, to provide advice and guidance to support the service user group. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. Forward planning could be for months ahead although the role will contribute to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>

