

Partnership and Commissioning

Heads of Service are responsible for the year-on-year delivery of outcomes through partnership and co-operative arrangements including commissions.

Generic Responsibilities

- Responsible for leading the development of specific commissioning/partnership strategies, acting as a policy lead for a specific service area and collaborating with a range of stakeholders to ensure that service developments are delivered within the agreed corporate policy framework.
- Provide guidance and direction to partners by managing and evaluating service level contracts and partnering arrangements to ensure resident outcomes are achieved.
- Maintain a broad network of local stakeholders to ensure that service developments are delivered in line with current and future needs of local residents.
- Scan the external operating environment to anticipate and analyse all issues relevant to the service area, developing and agreeing medium term plans for provider implementation to ensure that current and future local needs are met.
- Manage strategic partnerships with a range of external stakeholders in order to ensure that organisation continues to harness local opportunities to commission public services of the highest quality within the region.
- Provide guidance and direction to partners, acting as a policy lead for a specific service area and managing and evaluating service level contracts and partnering arrangements to ensure high quality customer outcomes are consistently achieved.
- Establish and lead clear operational commissioning strategies in relation to specific policy areas, based on the agreed corporate strategy.
- Lead the development of specific commissioning strategies for a specific service area based on the agreed overarching corporate strategy to ensure the ongoing provision of appropriate, high quality services that fully meet the needs of local residents.
- Set and maintain the operational direction for the service area based on the organisation's operating arrangements, giving tactical advice to service providers to ensure the effective management of commissioned contracts so that the highest possible levels of service quality are upheld.
- Allocate resources appropriately to support and ensure the delivery of specific objectives and intended outcomes and demonstrate value for money.
- Motivate, manage and develop staff to support a culture of high quality performance and continuous improvement to achieve excellent outcomes that meet the needs of citizens within a fixed level of resources. Resolve performance issues in order to support a culture of performance and productivity.
- Be involved in collaboration across the Council as well as the public sector and wider city region to design and deliver solutions that are focussed on delivering a system-wide impact for residents.

Responsibilities as a Member of the Senior Management Team

- Accountable within a matrix management arrangement for the achievement of commissioned outcomes in line with agreed strategic plans.
- Accountable within a matrix management arrangement for the quality of service(s) consistent with the framework set by Service Directors, Strategic Directors and the Chief Executive.
- Responsible for highlighting opportunities to enhance service delivery and integration alongside significant risks to the achievement of outcomes.
- Responsible for regular reporting of performance against outcomes and quality standards.
- Responsible for embedding a performance culture within services which reports on the basis of agreed evidence and policy.
- Responsible for the delivery of commissioned outcomes utilising professional and specialist expertise of others across the organisation and partners.
- Accountable to a named Service Director for performance appraisal and career development.
- Supports Service Directors to ensure relevant elected members are appropriately briefed and supported on all issues within their remit
- Carry out other duties as specified from time to time.

Specific Responsibilities as Head of Education Places and Access

- Holds the strategic overview and leadership of operational delivery in relation to school place planning, admissions and childcare sufficiency including statutory processes, ensuring effective planning, delivery and evaluation.
- Takes responsibility and strategically lead in a changing and complex environment to ensure effective delivery and legal compliance of each area responsibility.
- Engage and build professional relationships with a wide range of partners in early years and childcare settings, schools, colleges and a range of adult and alternative learning providers to ensure delivery on key outcomes.
- Work in partnership with relevant national bodies, including the Department for Education, the Regional School Commissioner, Office for the Schools Adjudicator and Education and Skills Funding Agency.
- Consistently applies intelligence led decision making ensuring best practice, data and intelligence are used to drive continuous improvement and operational practice
- As part of the Directorate approach to sufficiency, leads teams in the production of evidence based statutory returns and annual publications including the School Capacity Return, the School Place Planning document and the Childcare Sufficiency Assessment.
- Oversees the process for commissioning new school places including the establishment of new schools and the co-ordination of other school re-organisation and related capital projects.
- Has oversight of strategic activity to ensure the development of the school and wider learning system is fully connected to neighbourhood and regeneration development.
- Oversees the commissioning of Free Early Education places and management of associated multi-million pound budgets.
- Lead on the academy conversion projects, co-ordinating a full Council response.
- Makes recommendations on courses of action to achieve strategic outcomes

Skills, Knowledge and Experience

- Specialist and up to date knowledge of School Organisation Statutory Processes, Education Place sufficiency forecasting, the School Admissions Code and inclusion and knowledge of external issues (legislative, regulatory, best practice standards, requirements etc.).
- In depth knowledge of the Council's statutory duties in relation to sufficiency for education places, the national framework in relation to a range of Governance arrangements (for example VA, Trust and Academy Schools and the PVI sector for Early Education).
- Leadership experience in a Council and/or education setting providing a depth and breadth of knowledge to act with credibility at this level.
- Personal and professional credibility which gains the confidence of head teachers, governors, managers, staff, partners and parents across the Education community.
- Substantial experience in successful commissioning and strategic planning.
- Adopts and champions a restorative approach of 'working with' not 'doing to.'
- Ability to lead, manage and develop a team or provide technical leadership through a matrix structure.
- Strong influencing and stakeholder management skills and the ability to build cohesive relationships at a political, senior and management level.
- Excellent people leadership skills and strong sense of doing what's right for residents.
- Understanding of wider issues in local government, partner organisations, public and private sector.
- Demonstrable commitment to performance management and productivity to meet the Council's priorities.
- Able to demonstrate strategic thinking skills across schools and settings.
- Ability to demonstrate strategic capability and capacity.
- Committed to and champions Diversity and Inclusion.
- Committed to and champions Safeguarding.
- Demonstrates a flexible, creative and innovative solutions focused approach
- Strong change management skills.
- Substantial experience that demonstrates financial acumen.
- Ability to challenge appropriately at all levels and in a range of forums.
- Understanding that commercial and entrepreneurial acumen will be increasingly expected and commitment to develop this.

Behaviours and Expectations

Current Portfolio

Service Director - Learning and Early Support
Jo-Anne Sanders

Head of Education Places and Access

School Organisation & Planning
Early Years and Childcare Sufficiency
Pupil Admissions
Fair Access