

Commissioning Manager – Integrated Commissioning - Grade 14

In Kirklees we want to be innovative and creative in the way we work to commission integrated services for our children, young people and communities. Our Integrated commissioning offer has been developing over a number of years across a range of priority areas with much success. The ambition and principles within our new integrated commissioning strategy set out our intention to integrate further and at a greater pace across the Council and both CCGs.

As a member of the team in the developing Joint Commissioning Team you will be responsible for the commissioning of services for children and young people across Kirklees Council, Greater Huddersfield CCG and North Kirklees CCG. The commissioning activity will be driven by the Integrated Commissioning Board, the Children and Young People Plan priorities and the Integrated Commissioning Plan. This role is being offered as a 12 month secondment opportunity initially and will be hosted by Kirklees Council.

This role is based in Children & Young People Service [Click here to find out more](#)

The Job

The role will initially have the focus of supporting the CAMHS agenda alongside the acute children's health agenda including pathway redesign across agreed priority areas. Through the use of the commissioning cycle and a clear focus on strategic commissioning you will aim to support the required service improvements and developments identified.

This will involve managing the design and re-modelling of services which meet assessed need, ensuring they are: in line with best practice and evidence base; meet the statutory requirements and provide value for money.

A key part of the role is to manage the contracting process including writing service specifications. You will agree service standards, develop and agree monitoring and quality indicators, and ensure these are contained in contracts to form part of the contract monitoring process.

You will implement performance management arrangements to ensure the quality of joint commissioning decisions, and support, develop and maintain positive and constructive partnerships across the Children and Young Peoples Partnership member organisations. In addition you will be required to identify gaps in the service across the partnership and contribute to the JSA.

You will also be required to complete detailed performance monitoring and quarterly reporting processes in line with NHS England requirements.

Job Checklist

- Contribute to the strategic planning processes covering priority setting, planning for service development and service reviews.
- Initiate development work as needed around gaps and priorities to agreed plans and timescales.
- Ensure links are in place between service provision and the commissioning agenda.
- Work with Heads of Service in the Children and Young Peoples Directorate, both CCGs, primary, community and hospital services to ensure services are commissioned to meet identified needs and priorities.
- Monitor processes around contracts and budgets as directed.
- Build robust links with the Council Category Managers and CCGs procurement team.
- Ensure voluntary and community sectors have appropriate involvement in the commissioning process.
- Lead multi-agency Project Groups and ensure commissioning projects produce successful outcomes to agreed timescales.
- Ensure clear, concise and accurate needs assessment information is presented to appropriate commissioning groups.

Please click [here](#) to see your responsibilities related to safeguarding

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Using your excellent diplomacy and negotiation skills, you will work across the partnership to identify stakeholders' needs in relation to specific areas of Joint Commissioning, and produce and present clear, concise and accurate needs assessment information to commissioning groups.

A thorough and detailed knowledge and understanding of the legislation and statutory requirements will mean you are able to contribute to Joint Commissioning processes and controls to ensure there is consistent approach and clear audit trail.

Your project management skills will enable you to lead multi-agency project teams and work with service managers to identify suitable areas of work for inclusion in the Children and Young People's Plan and Integrated Commissioning Strategy.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive, Honesty, Respectful, Flexible, Communicative and Supportive.

You will also promote and role model the Council's Expectations within the organisation.

This role is at level 3. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

- Detailed knowledge of the Children's Service agenda including commissioning principles and guidance e.g. Joint Commissioning Framework.
- Understanding of legislative requirements of the, Council, CCGs, Regional and National Policies and relevant evidence base.
- Significant experience of using the commissioning cycle across a wide range of service areas for children and young people.
- Educated to degree level or equivalent experience.
- Experience of, and commitment to, developing service specifications which are informed by a range of sources e.g. evidence base for effective interventions, needs assessment including JSA and involvement of children and young people their parents and carers.
- Excellent communication and project management skills.
- Accepts that a DBS check will be required

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to *demonstrate in your application how you meet the Person Checklist.*