

## 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 will be hosted by Kirklees Council. 3 This role is based in [Childrens & Families](#). Find out more about [working for Kirklees](#).

### The Job

The role will focus on supporting a number of key themes such as personal budgets and direct payments, Respite and short breaks, accommodation, the Local Offer and Special Educational Needs and Disabilities (SEND) and other themes as identified by the Head of Service.

Through the use of the commissioning cycle and a clear focus on strategic commissioning you will drive the required service improvements and developments identified.

This will involve conducting a detailed needs assessment and leading the design and re-modelling of services to meet the assessed need, ensuring they are in line with best practice and evidence base, meet statutory requirements and provide value for money.

You will develop relationships with local providers, regional structures and stakeholders to develop the market in Kirklees. You will develop a commissioning strategy and market position statements for your areas of responsibility.

You will, 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 be responsible for managing service contracts and driving service improvements.

You will develop and co-ordinate the Kirklees approach to personal budgets and direct payments.

You will also be responsible for implementing quality assurance for services we have commissioned. This will involve carrying out audits and site visits.

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.

You will be responsible for the line management and supervision of staff within the team.

### Job Checklist

- Contribute to the strategic planning processes covering priority setting, planning for service development and service reviews.
- Ensure that a full needs analysis is undertaken and market intelligence is gathered.
- 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 and both CCGs to ensure services are commissioned to meet identified needs and priorities.
- Quality assurance and provider management.
- Manage individual packages of care.
- Monitor processes around contracts and budgets as directed.
- 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.
- Line management and supervision of Project Officers or Contract Monitoring Officers.
- Contribute to the development of the Joint Strategic Assessment.

Please 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 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.

You will take a robust approach to contract management and quality assurance procedures. Where issues are identified you will take action to resolve the situation. You will build strong links with the Council Category Managers and CCGs procurement team.

You will have a thorough understanding of co-production and take a person-centred approach to involvement of young people and families in commissioning services and packages of care.

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
- Supportive

We also expect you to promote and role model the Council's Expectations of a Council manager within the organisation. This role is at level 3. Please read our

[Behaviours and Expectations](#).

## Person Checklist

- Detailed knowledge of the Children's Service agenda including commissioning principles and guidance e.g. Joint Commissioning Framework.
- An in-depth understanding of legislative requirements of, Council, CCGs, Regional and National Policies and relevant evidence base in relation to Children's Health, Education and Care services.
- Significant experience of using the commissioning cycle across a wide range of service areas for children and young people.
- Experience of contract management and quality assurance processes.
- 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.
- Experience of, and commitment to the use of co-production in developing services.
- Experience of management and supervision of staff
- 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 how you meet the person checklist.