

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 Relationships and Business

- The strategic leadership, development and oversight of an enduring partnership between schools and learning settings and the council to support the maintenance and improvement of performance and quality of provision and business relationships.
- Communication and engagement with schools, educational settings, head teachers and school leaders to ensure the Council's interface meets requirements and expectations, for example the role will ensure excellent arrangements are in place for the Education and Learning Partnership Board, Schools Forum and key joint meetings that sustain and develop the relationship between the education system and the Council.
- Strategic lead for Learning and Early Support, on the development and delivery of services that are provided (including those that are commercially traded) for schools and learning settings across the district, to ensure they are co-produced with the Education system (via the Education and Learning Partnership Board), cost effective and are value for money to maximise the impact on outcomes for children and young people in the district.
- Takes responsibility and strategically leads in a changing and complex environment to ensure effective delivery and legal compliance of each area of 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.
- Consistently applies intelligence led decision making ensuring best practice, data and intelligence are used to drive continuous improvement and operational practice
- Develop and deliver a cohesive strategy for enabling a commercial brokering system to enable school to school support to build capacity and grow intelligence (for example developing the Associates list and oversight of NLE, SLE and NLGs)
- Lead for income generation, bids, match funding and external funding opportunities that improve outcomes for children and young people for Learning and Early Support.
- Leadership for Business Support, Governor Clerking, Booksplus, Kirklees Supply Service, MIS
- Makes recommendations on courses of action to achieve strategic outcomes

Skills, Knowledge and Experience

- Specialist and up to date knowledge of LA statutory responsibilities as detailed in the Education Act 1996, Special Educational Needs (SEN) Codes of Practice (2001), and other legislation.
- In depth understanding of the strategic arrangements for the Education and Learning Partnership Board and Schools Forum so that the arrangements for Kirklees High School Heads, Kirklees Primary Heads, Kirklees Special School Heads are professionalised and function effectively.
- A clear understanding of governance arrangements in the Council/Schools and Settings, and how to ensure these function professionally and effectively
- 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.
- Understanding that commercial and entrepreneurial acumen will be increasingly expected and commitment to develop this.

Behaviours and Expectations

• Is a role model for and champions the Council's Behaviours and

Current Portfolio

Service Director - Learning and Early Support

Jo-Anne Sanders

Head of Education Relationships and Business

Schools and Education Settings System Relationships

Service Lead for RP with schools/school complaints, GDPR, Business Continuity

Business Solutions - team and platform

Strategic Lead - Educational Commercial Offer and trading

Strategic Business Support functions - Learning and Early Support

Lead on commissioned services and associate framework

Governor Clerking

Booksplus

Kirklees Supply Service

MIS team