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| <b>Job Title:</b> SEND Commissioner           | <b>Role Profile Number:</b> SO056          |
| <b>Grade:</b> S<br><b>Salary:</b>             | <b>Date Prepared:</b> February 2023        |
| <b>Directorate/Group:</b> Children’s Services | <b>Reporting to:</b> Head of Service, SEND |
| <b>Structure Chart attached:</b>              | No   |

**Job Purpose**

- To be responsible for ensuring that resources are used to commission services that make a positive impact, meet statutory obligations and contribute to overall strategic objectives.
- To work across the SEND Service with a focus on the management and leadership of a cycle of commissioning and specific projects using outcome based commissioning as well as transformation and ad-hoc projects, providing challenge and advice for the delivery of agreed targets.
- To strategically manage and lead a pro-active response to developing approaches to current and future service delivery and provision for children and young with SEND, leading on the development of strategic solutions to complex, cross-cutting policy and service challenges, including financial challenges.
- To ensure that relevant data and qualitative information is interpreted and analysed effectively in order to identify service strengths and priorities for service improvement and opportunities to better commission services for children and young people with SEND

**Key Accountabilities**

- Responsibility for providing a high quality needs analysis using relevant data sources in relation to children and young people with SEND, ensuring insight informs strategy development, policy decisions and service improvement to enhance and maximise the efficiency and effectiveness of the services
- Lead on the strategic commissioning of services for children and young people with SEND, driven by a robust evidence based commissioning strategy and plan.
- Work with managers to develop a deeper insight into their business, including in respect of customers/service users, the relative cost of services, and service quality.
- Manage, and analyse the market, identifying opportunities for Swindon Children’s Services to stimulate and develop the market with established and new providers and develop innovative joint projects with stakeholders to be responsive to need and local opportunities, for example social enterprises.
- Lead on the development and implementation of an outcomes and performance framework and provide

strong challenge and leadership to hold providers to account for performance and ensure that services provide value for money, effectively managing risk and underperformance.

- To lead on the management and reporting of the commissioning budget and ensure clear financial strategies are in place to achieve efficiencies.
- Ensure Managers have clear single points of contact for support on strategy and insight for children and young people with SEND providing them with input to performance commentary so performance and strategy inform each other.
- Provide the professional lead for all aspects of the commissioning cycle, providing leadership, guidance and technical support, working closely with partners (including via pooled budget arrangements/joint commissioning arrangements with health) and engaging service users in the design of services.
- Lead on the development of specifications for commissioned services with clear outcomes and expectations, procuring services appropriately in line with relevant statutory frameworks and legislation. Working closely with Managers to ensure a consistent approach is taken across the SEND Service and Disabled Children's Service to meet the needs of children and young people and ensuring value for money, underpinned by robust policies, procedures and frameworks
- Lead on the development and ownership of relationships with strategic alliances, maximising opportunities to improve outcomes and reduce costs as appropriate
- Work closely and collaboratively with corporate enabling services including procurement, legal services and finance to ensure that both current and future needs of the SEND Service and Disabled Children's Service and service users are met to a consistently high standard

### **Supplementary Accountabilities**

- To challenge existing practice, lead change and actively seek ways to achieve better service outcomes:
- Support front line services to horizon scan for 'best practice' and identify the most effective delivery models to modernise services and respond to local needs assessments.
- Ensure all commissioning decisions are based on robust needs analysis that take into account demographics, financial pressures and national and regional policy drivers.
- Manage strategic direction for formal partnerships and joint commissioning projects.
- Identify external funding opportunities and lead the development of funding bids that help us secure extra resources to deliver key projects.
- To develop and implement effective commissioning strategies that help to allocate resources in the most effective way to improve outcomes:
- Ensure that service specifications clearly set out the outcomes for services to achieve and how they will be measured.
- Ensure statutory responsibilities and national quality standards are met.
- Develop an effective relationship with colleagues in legal, Childrens Placements team, SEND Team, Brokerage team, BSW CCG and procurement to implement effective quality standards, safeguarding requirements and contract management arrangements that deliver better value for money in all the services that we commissioning including schools and specialist provision.
- Working closely with partners strengthen the Council's relationship with private, public, independent and

voluntary providers to shape and develop local market capability and capacity.

- Using feedback on the Local Offer and provider contract performance information to monitor and evaluate the delivery of commissioned services, identify and manage risk and report regularly on progress.
- Take a lead role in commissioning, contract and budget management alongside the Head of Statutory SEND of all specialist educational provision including taking a lead of Education Skills Funding Agency returns through joint working with the senior management team of the Statutory SEND Service.
- Improve the outcomes by overseeing and managing the planning, commissioning and implementation of relevant and related services. Identify need and realign provision where required to maintain high quality outcomes.
- To apply intelligence and expertise in order to assist and inform decisions in relation to SEND placements.
- To support senior managers in effective budget monitoring of the High Needs budget for SEND.
- Contribute to the identification, review and monitoring of priorities. Develop and maintain effective working relationships, with all relevant providers. Monitor and review providers performance and work directly with colleagues in Brokerage on monitoring quality assurance issues.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience of supporting others in the use of data analysis.
- Ability to lead on complex policy, strategy development and commissioning projects with a track record of delivery to time and to budget.
- Extensive knowledge, experience and understanding of delivering high quality and cost effective Children's Services through successful commissioning activities.
- Extensive knowledge, experience and understanding of using data and its analysis for the benefit of the business.
- Evidence of effective management and delivery in a complex environment including, managing change, financial management, performance management, people management and project management.
- Successful experience and/or knowledge of working within a local authority, or in an equivalent Children's Service organisation/environment.
- Financial awareness with a proven ability to effectively manage budgets.
- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded in all business processes and communications, in compliance with national and local procedures and protocols
- Ensure that all personal data is handled securely and in strict compliance with the data protection legislation and Family Services and the Council's data management protocols.
- Competent and confident in the use of standard Microsoft Office products such as Word.
- Evidence of detailed specialist knowledge across the portfolio area, understanding of contemporary education, health and social care legislative frameworks, procedures and practices.

### **Qualifications**

- Qualified to Degree level with experience of, or evidenced interest in, the needs and wellbeing of children in care, which may include experience of health, education, youth, social work, early years or similar.
- Recognised relevant qualifications in Commissioning/procurement and/or equivalent experience and training in a related field.
- Recognised relevant qualifications in Data analysis and/or equivalent experience and training in a related field.
- Project management training/experience desirable.  
Management qualification or on the job experience supplemented with relevant training

**Decision Making**

- Prioritising key intervention work, determining strategies and ensuring timely progression of plans.
- Swiftly understand, interpret and deliver complex information to a range of audiences.
- Able to make sound decisions independently for matters related to this field.
- Organise and prioritise work skillfully to maximise effectiveness and impact.
- Ability to work flexibly under pressure and with resilience.
- Ability to make complex decisions that will have direct impact on children and young people and have political and far reaching consequences on safeguarding matters.

**Creativity and Innovation**

- Record of delivering successful and innovative solutions to business challenges.
- Ability to analyse complex information quickly, reaching and articulating decisions with clarity, to deliver solutions that command support.
- Proven record of achievement in delivering service improvement, logical and effective decision making, high quality, accurate and timely work.
- Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered.
- Demonstrates a dynamic and achievement orientated culture.
- Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.
- Actively contributes to the creation of an open, and interdependent culture.

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| <p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <p><b>Typical tasks supervised/allocated to others</b></p> <p>As above</p> | <p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p> | <p>Yes</p> <p>No</p> |
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

All professionals and stakeholders at a senior level e.g. Education, Health, Police, Housing, voluntary sector organisations, Senior Managers and Elected Members.

- Social Care Management Teams.
- Key managers and heads of service across the council including enabling services. .
- Providers of placements and services at CE/senior management level

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

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| <b>Employee Signature:</b>      | Print Name:  |
| <b>Date:</b>                    |              |
| <b>Line Managers Signature:</b> | Print Name:: |
| <b>Date:</b>                    |              |