

Job Description

Department:	Directors	
Division/Section:	Children's Services	
Job Title:	Assistant Director of Strategic Commissioning and Prevention	
Post No:		
Grade:	Hay Scale	
Reports to Post No / Title:	Executive Director of Children's Services 002586	
Line Management responsibility for:	Commissioning of services for children and young people	
CRB Check applicable?	<i>Standard</i> <input type="checkbox"/> <i>Enhanced</i> <input checked="" type="checkbox"/> <i>None</i> <input type="checkbox"/>	
Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?	<i>Yes</i> <input checked="" type="checkbox"/> <i>No</i> <input type="checkbox"/>	
Organisation Chart:	The role is situated at second tier within a statutory Children's Services Department which is responsible for delivery of integrated specialist and universal services, to children and families.	
Job Purpose:	<p>To be responsible for leading on strategic commissioning, development and delivery of designated services in relation to Children's Services within Peterborough City Council.</p> <p>To be responsible for the commissioning of services from a wide range of providers and to work in close liaison with the PCT and Clinical Commissioning Groups to meet the needs of children and young people.</p> <p>Ensure that the priorities and objectives of the Council, as stated in the relevant mandates are delivered, ensuring the maximum value for money and efficiency across the Council through a robust commissioning framework.</p> <p>Develop the commissioning of services across the Council to ensure a consistent and systematic approach to strategic commissioning by stimulating the market of provision, eliminating duplication, aligning spending to get best value for money and evaluating outcomes to ensure services are effective.</p> <p>Provide the strategic vision, horizon scanning and overview to develop innovative and dynamic solutions delivering high outcomes for children and young people through the effective commissioning of services.</p> <p>Initiate and implement innovation and reform through the development of commissioning and organisational change, building capacity to support excellent outcomes for all children and young people across the Council.</p>	

	<p>Provide expertise of best practice methodologies, local, regional and national policy developments and stakeholder knowledge to ensure the most effective commissioning arrangements in delivering Children's Services across the Council and wider Children's landscape.</p>
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	<p>Support the Executive Director of Children's Services in contributing to the strategic management of Children's Services, deputising as appropriate, and ensuring the effective delivery of the vision, goals and core values of the Council.</p>
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Main Duties and Responsibilities:

- Support the Executive Director for Children's Services in developing the overall strategy in conjunction with the political direction as determined by the Council.
- Prepare and implement the Children's Services Commissioning Strategy and Business Plan and contribute, as appropriate, to other relevant strategic policies and plans ensuring effective commissioning systems are in place to deliver excellent outcomes for all children and young people.
- Ensure the effective management and deployment of all appropriate commissioning budgets in line with agreed financial processes, envelopes and savings across the Council, including contract budgets for Children's Services and pooled budgets where appropriate.
- Develop and implement performance and outcome management frameworks and arrangements across children's services to support organisational changes and promote effective working relationships.
- Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.
- Lead the Children's Partnership ensuring effective commissioning within Early Intervention and Specialist Intervention services providing leadership, professional responsibility and accountability for the effectiveness, sufficiency, sustainability and value for money of children's services.
- Manage a team of senior managers and their associated teams related to the commissioning function, including integrated prevention and early help services.
- Develop and implement a commissioning framework to drive the delivery of improved outcomes and value for money, including; needs assessment, children and families voices and other stakeholders, resource envelope, levels of commissioning, activity effective interventions, market engagement and management to promote a coherent, innovative and effective development agenda for commissioning in children's services.
- Ensure a strategic approach to early help and prevention through specialist and early intervention services contracting activity, developing services through contract specifications, involving service providers and other stakeholders within Children's Services and across the council and ensure effective management, and monitoring of children's services contracts, to deliver effective outcomes for children and young people.
- Ensure effective Children's Partnership and collaborative arrangements and champion the children's agenda within the Health and Well Being Board and other relevant partnerships within the Council and wider Peterborough landscape.
- Lead on private, voluntary and independent sector engagement promoting and developing capacity to deliver effective Children's Services within the sector.

- Develop and maintain effective working partnerships with outside agencies, partners and other Council providers including health, schools, the police and relevant government departments.
- To have lead responsibility for advising Elected Members, senior Council representatives and the Executive Director for Children's Services on all matters relating to the commissioning of Children's Services.
- Prepare and implement the Children's Services Commissioning Strategy and Business Plan and contribute to other relevant strategic policies and plans ensuring effective commissioning systems are in place to deliver excellent outcomes for all children and young people.
- Ensure the effective management and deployment of all appropriate commissioning budgets in line with agreed financial processes, envelopes and savings, including contract budgets for Children's Services and pooled budgets where appropriate.
- Develop and implement performance and outcome management frameworks and arrangements across children's services to support organisational changes and promote effective working relationships.
- Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks.
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Executive Director of Children's Services.
- Support the Executive Director for Children's Services in developing the overall strategy in conjunction with the political direction as determined by the Council.

Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>