

Job Profile

Position Details	
Post	Early Help Commissioning Manager
Service Area	Adults and Health, Commissioning Unit, Early Help Commissioning
Reports to	Head of Strategic Commissioning: Early Help and Culture
Responsible for	Commissioning Officer, Performance and Data Analyst, Apprentice (as and when) , Additional staff (as required)
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. To lead the commissioning and de-commissioning of high quality, early help services for children, young people, families and residents in the borough. 2. To lead on the commission of statutory children centre services in the borough, ensuring arrangements are in place for the Council to meet its sufficiency duties, through the implementation of a strong partnership approach. 3. To provide leadership and management of strategic change in the provision of children, adults and family services to secure improved outcomes for residents. 4. To contribute to corporate and strategic service planning and service transformation, ensuring that the Council's vision, objectives and priorities are realised across a range of services. 5. To work with other Council services, external partners, residents, children and young people to determine needs, commissioning priorities and resource allocation.

Main Responsibilities
<p><u>Commissioning</u></p> <ol style="list-style-type: none"> 1. Lead the commissioning function for Early Help. 2. Lead and manage the commissioning of a wide-ranging portfolio of early help services, including early years 0-5 children's centre services, children and family support services and SEND. 3. Lead on the commission of statutory children centre services in the borough, ensuring systems, processes and protocols between commissioned children's centres, service delivery partners, other local authorities are robust and support service improvement and effectiveness. 4. Commission early help services through the specification and procurement of service provision, working in partnership with other services, agencies and the voluntary sector to meet the identified needs of residents. 5. Work with neighbouring local authorities to ensure clear protocols are in place for tracking children accessing children's centre services across borough boundaries. 6. Ensure robust and consistent contract management is in place. 7. Develop strategic commissioning plans and make/recommend decisions to meet identified needs.

Corporate management

8. Deliver the Council's vision, objectives and annual priorities in line with the constitution, financial regulations, contract rules, and all approved council policies and procedures.
9. Provide leadership and management of the service, in collaboration with all relevant parties, so as to ensure the Council's/ Directorate's vision, objectives and annual priorities are realised.
10. Actively pursue the engagement of children, young people and families in service design, delivery and evaluation, and ensure services are children, young people and family-focused.
11. Develop and implement strategies that transform the management and quality of the Service and secure significant and sustained improvements for children, young people and families.
12. Lead on joint working arrangements with other Directorates and external agencies on strategic planning of joint initiatives as required.

Performance management

13. Support the Head of Early Help Commissioning and Culture to continuously improve the quality and impact of care, education, health and family support services through the implementation of strong, outcome-focused commissioning practice.
14. Use the relevant performance frameworks to ensure delivery against targets, collaborative working practices, a strong customer focus, efficient resource deployment, staff effectiveness, continuous service improvement and improved outcomes for customers.
15. Work with the Head of Service to complete annual target setting and performance review meetings as part of the Children's Centre Performance Management Framework.
16. Undertake performance reviews, using the Council's Employee Performance Framework, securing training, personal and professional development plans for all employees that reflect service improvement priorities.
17. Contribute to finance monitoring systems, ensuring high quality financial information is available to the Head of Service, Assistant Director, audit and external funders, as required.

Political, relationship and staff management

18. Support and advise the Head of Service, the Assistant Director and, where necessary, Senior Leadership Team and Elected Members, on aspects relating to the activities of the Service.
19. Represent the Unit, Directorate and Council, as appropriate, at local, regional and national events, attending and presenting at conferences, seminars, working parties etc. as may be required to present, promote and protect the Council's interests.
20. Develop effective partnership working with other services in the Council and other agencies to ensure efficient commissioning and delivery of services.
21. Consult with and actively engage all sections of the community, partnerships, stakeholders and customers in order to inform and deliver continuous service improvements.
22. Work with all direct reports to enhance their personal and professional development, achieving high retention rates, effective succession planning, high levels of staff motivation and good employee relations. Promote work life balance and flexible working in order to achieve high-quality service delivery.
23. Ensure that the Directorate, through its workforce, is a learning organisation, with services evolving in response to lessons learned from local and national activity in the

children's services arena, enabling and supporting service transformation in line with need.

Service delivery

24. Advise and be accountable to the Head of Early Help Commissioning and Culture, for the performance outcomes relating to all areas of commissioned early help services.
25. Provide strategic management that offers a strong sense of purpose for the services managed, ensures compliance with the relevant statutory and legislative framework, and delivers children, young people and family and resident-focused services.
26. Working with colleagues in early years quality improvement, schools and learning, children's services, public health and in partner agencies, to progress needs-led service development and contribute to the development of comprehensive programmes for CPD for early help professionals.

Budget management

27. Manage financial, human and technology resources to secure cost effective and efficient service delivery, with high levels of output and outcomes, ensuring that services reflect a commercial focus and best value.

Generic Responsibilities

1. Keeping up to date with nationals and local developments that may affect policy and procedure or mean the implementation of changes within the service.
2. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
3. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
4. Knowledge and experience of using IT.
5. To work flexible hours including evenings and weekends when required.
6. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Qualifications	
Relevant professional qualification at degree level e.g. early years, education, social care, health.	Essential
Further higher-level qualification in a related field.	Desirable
Knowledge & Experience	
Minimum of five years successful post-qualification experience of working in early intervention services.	Essential
Experience of developing and/or delivering children's centre services.	Desirable
Proven experience of managing and/or planning services.	Essential

Proven experience of commissioning, market management and contract management; including specifying, monitoring and evaluating service outcomes and targets.	Essential
Experience of managing and/or supervising staff.	Essential
Sound understanding of the needs of vulnerable children, young people and adults.	Essential
Sound knowledge of safeguarding and implementing safeguarding policies and procedures.	Essential
Experience of planning service for diverse, inner-city communities, with a demonstrable understanding of working with difference, disadvantage and community development.	Essential
An understanding of the children's centre agenda and both local and national developments in early years' service delivery	Essential
Skills & Abilities	
Ability to work effectively with a wide range of professionals in a multi-disciplinary environment.	Essential
Ability to engage residents; children, young people and adults by using effective tools for communication and consultation.	Essential
Excellent communication skills, oral and written with the ability to communicate effectively across a range of audiences using a variety of methods.	Essential
Proven ability to build effective professional relationship and maintain a strong partnership approach.	Essential
Ability to manage, organise and prioritise workload.	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u> Internal council department – regeneration and economic development – Children & Young People Service – Social Care & Early Help – HALS – recreation & Libraries – Public Health</p> <p>Haringey CCG Commissioned Children's Centres Schools and School Governors Midwifery Service Health Visiting teams Employment Support Providers Voluntary Sector Further education Organisations FIS Teams in other Local Authorities</p> <p><u>Other Information:</u> This position requires the postholder to undergo an enhanced DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		x		
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	no	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	no	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Lap top and mobile phone.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
None
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
none
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
none
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Estart and Servalec Synergy systems user
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
none