

Lead Officer – Strategic Commissioning

Reference No:	A4941		
Service:	Children & Families		
Job Family:	Procurement	Grade:	FC9

Purpose

This post is to lead the development and delivery of strategic commissioning activity for the Children & Families Service to achieve the objectives within the Directorate Plan supporting whole systems change and high-quality delivery of Third sector commissioned services.

You will have responsibility for the full range of commissioning tasks which include oversight of the commissioning budget, review and development of service briefs, monitoring, and evaluation of services to improve outcomes for C&YP.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing and implementing a strategic commissioning model within Children's Services applying an evidence-based framework underpinned by national guidance to achieve strategic and operational objectives	Experience of planning and delivering objectives whilst managing multiple tasks Management skills Educated to SCQF level 9, which includes a Degree or equivalent. Qualification in commissioning	✓ ✓ ✓	✓
Contributing to the strategic needs analysis of the Fife context, analysing data to identify gaps and areas for development applying the commissioning cycle and framework.	Experience of service improvement Knowledge of data systems and application	✓ ✓	

Role Profile

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	Analytical skills	✓	
Applying an in-depth knowledge of key policy drivers such as The Promise, Getting it Right for Every Child, UNCRC, Children & Young People (Scotland) Act 2014 keeping fully aware of any legislative or policy changes that impact on service delivery and the commissioning of services for children, young people and families.	Knowledge of policy and legislative requirements	✓	
Leading the day-to-day commissioning activity through a range of task which include review and assessment of grant applications, Tendering activity and procurement processes, data analysis.	Knowledge of administrative and financial policies and procedures	✓	
Developing and monitoring Service Level Agreements with external care providers and voluntary sector organisations, providing advice, guidance and feedback on quality and performance to achieve outcomes.	Experience of major project design, planning and implementation Delegation skills Advocacy skills	✓ ✓	✓
Representing the Service at Council Committees, Review Committees and participating in Service Working Groups liaising with internal, voluntary and independent service providers.	Report writing skills	✓	
Providing consistent, high quality and customer focussed services to the Council, its customers, and its partners, investigating and responding to issues and complaints, some of which may be sensitive or contentious in nature	Conflict handling and resolution skills	✓	
Undertaking efficiency and effectiveness reviews, implementing policies and procedures, and providing input to service improvement plans ensuring stated objectives are met and continuous improvement	Negotiation skills	✓	

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Comparing/benchmarking costs/quality of services provided by a range of providers, e.g., other local authorities, private sector care	Knowledge of administrative and financial policies and procedures	✓	
Provision of service performance, financial and management information, aligned to the strategic plan	Influencing skills	✓ ✓	
Analysing and presenting diverse and complex information for Committee and other stakeholders	Communication skills Analytical skills	✓ ✓	
Undertaking the Monitoring officer role which is a corporate requirement and acting as the Lead Officer for overseeing the M&E Framework for Children's Services grant funded organisations.	Experience of major project design, planning and implementation Delegation skills Advocacy skills	✓	
Implementing Management Information Systems and continuous development of policies and processes.	IT skills	✓	
Ensuring appropriate policies, procedures and standards are consistently and coherently applied	Experience of working within a Local Authority or large organisation	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none">• Skills Framework (if applicable)• How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.