

## **Job Profile**

**Job Title: Commissioning Manager (Short Breaks and Specialist Play Provision)**

**Job Grade: Level 4 Zone 2**

**Salary Range: £45,042 - £51,870**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

- Act as the lead commissioner responsible for a portfolio of work which will include commissioning short breaks for children with Special Educational Needs and Disabilities (SEND) working within the Children and Families Act 2014.
- Work across the team on individual projects related to the Children's Commissioning portfolio of work, which may change over time responding to the needs of the service
- Work in partnership with other departments, boroughs and agencies to commission children and young people's services in line with national standards and local priorities, as required
- Lead contract negotiation and the writing of service specifications with providers, as required
- Be responsible for effective monitoring and analysis of services provided and produce regular reports in relation to performance, as required
- Support the development of strategies and commissioning plans, including gathering and analysing data and facilitating the engagement to relevant stakeholders
- Ensure the views of children and young people and their parents are in central in service planning and commissioning.
- Support the Children's Strategic Commissioning Managers within the team on large projects

### **About you**

- Relevant professional experience, such as working in health or social care services, commissioning or social work
- Education to degree level or equivalent
- Ability to work collaboratively with a range of stakeholders including children and families, senior managers, providers and elected members in a complex multi-agency environment
- Excellent negotiation and influencing skills
- Ability to analyse and evaluate information including needs analysis and to draw conclusions about local needs and how to address them through service commissioning
- Flexible and able to work on several projects concurrently and the ability to prioritise and organise workload
- Proven ability to write and present to inform others about relevant issues and recommend appropriate future
- You will have an in depth understanding of all stages of the commissioning cycle

**Work Environment:**

The post holder will be based in an office environment and may be required to attend evening meetings or other out-of-hours events on occasion; reasonable notice will be given under these circumstances.

**People Management Responsibilities:**

NONE

**Relationships:**

- Communicate and provide complex information to a wide range of internal and external stakeholders in a way that builds understanding and support across health, education and care
- Develop a constructive relationship and dialogue with service users and representatives of parents and carers
- Commit to working and engaging constructively with internal and external stakeholders, including parents, children and young people, on a range of possibly contentious issues.
- Nurture key relationships and maintain networks internally and externally, including national networks and support collaborative working across the all relevant partners
- Assist with public relations and marketing activities.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,