

## **Job Profile Information: *Commissioning Manager***

**This supplementary information for *Commissioning Manager* is for guidance and must be used in conjunction with the Job Capsule for Job Family Strategy Policy and Governance at Job Level 4 Zone 2**

### **Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

- To be 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.
- To work on a wider portfolio of work with other commissioners on related areas such as children's continuing care.

#### **Example outcomes or objectives that this role will deliver:**

- Co-produce with parent carers and young people, with the voice and experience of families at the centre of what we do, ensuring all necessary consultation with parents, children and young people, and all stakeholders including schools, is undertaken
- To manage the commissioning cycle relating to short breaks provision for Children and Young People (CYP) in Camden
- To support children's continuing care developments and manage continuing care panel
- To work with commissioned providers to ensure that the quality and performance of provision meets the needs of local CYP and their families
- To manage the budget for short breaks to ensure effective use of all resources
- To support the Children's Strategic Commissioning Manager for community health services deliver areas of joint work.

#### **People Management Responsibilities:**

N/A

**Relationships:**

The post holder will be required to:

- 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 representatives of parents' groups for children with special educational needs and disabilities
- 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 including schools
- Assist with public relations and marketing activities.

**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.
- All employees are expected to observe the Council's Health and Safety Policy and safety legislation whilst carrying out the specific duties and responsibilities of their post.
- The Council operates a no smoking policy in all of its buildings, which all employees are expected to adhere to.
- Working with computerised and manual record systems, you will need to be fully aware of your responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of Personal Data.

**Technical Knowledge and Experience:**

- 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 needs, 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 experience of managing the commissioning cycle

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way, please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

## Structure Chart

### Children's Integrated Commissioning Structure Chart – January 2017

