

## Job Description



<b>Job Title:</b> Children's Public Health Commissioner	<b>Service Area:</b> Children's Commissioning	
<b>Directorate:</b> CYPS	<b>Post Number:</b>	<b>Evaluation Number:</b> 6781
<b>Grade: PO7</b>	<b>Date last updated:</b> May 2023	

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **TRANSFORMATIONAL CHANGE**

Joined up horizontal working, integrated multidisciplinary delivery and matrix management. These are just a few of our initiatives which centre our services around the child or family. Staff are required to be champions of this programme of transformational change, breaking down traditional silos and improving outcomes for children through more holistic and early intervention.

### **Overall Purpose of Job**

To lead the commissioning of services and resource allocation to meet the needs of children, young people and families, including de-commissioning and/or service redesign.

To ensure all commissioning follows the correct governance and decision-making processes and supports transparency and fairness.

Use expertise to take forward specific commissioning priorities for Children's Services including: Early Help, Mental Health, support for commissioning of family hubs and 0-19 children's health commissioning including peri-natal mental health

To ensure co-production, learning and evaluation are embedded into the commissioning of services.

To lead on all aspects of commissioning and project management, including planning, implementation, co-production, governance, performance management and evaluation.

To support innovation and change within commissioning, including outcomes based commissioning, service redesign and market development.

To ensure the allocation of resources and monitoring of services to improve outcomes for children young people and families in Newham

To develop strong partnership working with internal and external stakeholders as appropriate, including other council departments, health services, voluntary sector and schools

To maintain effective links with providers and develop engagement mechanisms that support the commissioning 'plan, do, review' cycle.

1. The post holder will be responsible for the development and implementation of commissioning plans for CYPS
2. The post holder will be responsible for the management of contracts and quality assurance of CYPS commissioned services.
3. The post holder has line management responsibility for staff
4. To work as part of the wider management team to ensure accurate performance and financial information is available for commissioned services
5. To ensure effective budget allocation and budget management of commissioned services
6. The post holder will be responsible for market engagement and market development to ensure successful delivery of commissioning priorities

## **Job Context**

Accountable to: the Mental Health Partnership Lead

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To be familiar with and keep up to date with national legislation & policy, best practice and external factors relating to children and young people and their families and commissioning
2. Report progress against performance targets and strategic objectives through various meetings and Boards in the form of written reports.

3. Undertake benchmarking activities across the service as a whole, both with local/regional and national agencies, including the analysis of information and outcomes to increase awareness of the positioning of the authority and highlight areas to improve on outcomes.
4. To evaluate and challenge, when required, commissioned services' performance and activity to ensure that the Council and residents are receiving value for money and that statutory responsibilities are being met.
5. To identify requirement for and undertake service reviews and audits of services, working with other CYPS services as directed.
6. To commission/de-commission services in line with applicable governance requirements
7. To manage the budget, monitor expenditure and ensure effective systems for financial and performance monitoring are in place, across a portfolio of services.
8. Ensure all aspects of contracting including service specifications, service level agreements, and quality & performance management reflect the principles of value for money and evidence based practice.
9. To establish and maintain a list of appropriately registered providers and build effective commissioning relationships with them, including internal providers where appropriate.
10. To ensure that the development and delivery of services is undertaken with the involvement of children, young people, their families and local communities and staff.
11. To develop and maintain mechanisms that engage & consult with statutory providers, voluntary, private & independent sectors and young people and parents/carers to identify needs and obtain feedback services.
12. To lead development of service specifications and contracts, using appropriate tendering processes.
13. To attend meetings representing the Council– internal and external, and relevant Boards as appropriate at a London and national level.
14. To support innovation projects and change projects as identified and lead on project/change management, using effective project management techniques.
15. To provide information, guidance and training as appropriate on commissioning activity, process and local priorities
16. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the needs of all service users and stakeholders.
17. To carry out any other duties which are commensurate with this post as may be required.

**Politically Restricted Posts**

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

### CRITERIA

### METHOD OF ASSESSMENT

#### EQUALITY AND DIVERSITY

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#### PROTECTING OUR STAFF AND SERVICES

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#### KNOWLEDGE:

Comprehensive knowledge of the equalities and diversity agenda and statutory frameworks as it relates to service planning, commissioning and delivery

Good knowledge of legislation and strategy/policy frameworks for children's public health services, particularly 0-19 services, peri-natal mental health, early help and family hubs

Interview

Application Form/Interview

#### QUALIFICATIONS:

<ul style="list-style-type: none"> <li>▪ Educated to degree-level or equivalent in a relevant area, or equivalent by experience.</li> <li>• Qualification in commissioning or equivalent.</li> <li>• Evidence of continuous managerial and professional development.</li> </ul>	<p>Application Form/Documentation</p> <p>Application Form/Documentation</p> <p>Application Form/Documentation</p>
<p><b>EXPERIENCE:</b></p> <p>Extensive experience of all aspects of commissioning, preferably within children's services/ education</p> <p>Experience of commissioning and implementing change in respect of children's 0-19 health services and perinatal mental health</p> <p>Experience of market management and market development</p> <p>Experience of preparing and presenting complex reports and making recommendations for change to senior managers</p> <p>Substantial experience of effective project management and delivery with meticulous attention to detail</p> <p>Experience of procurement activities, such as tendering and contract management</p> <p>A demonstrable track record of budget management and delivering financial and other efficiency savings</p> <p>Experience of stakeholder communication, management and negotiation, to a range of audiences including senior management, service professionals and service users to achieve service objective</p> <p>A demonstrable track record of delivering results on time, to a high quality and to budget</p> <p>Experience of interpreting and utilising a range of different information and data sources, including financial, statistical, and qualitative data and presenting conclusions and implications</p> <p>Ability to set outcomes and outputs for service delivery that are measurable.</p>	<p>Application Form/Interview</p> <p>Application Form/interview</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application /Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>

<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>▪ Excellent I.T. Skills (Powerpoint, Excel, Word)</li> <li>▪ Excellent communication, writing and presentation skills with experience of effective communication to a range of audiences including senior management, professionals and service users</li> <li>▪ Highly effective organisational and prioritisation skills, managing a demanding and complex work-programme with rapidly changing and competing priorities</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>▪ Ability to know when to draw risk and sensitive matters to the attention of managers.</li> <li>▪ Flexible, innovative and creative approach.</li> </ul>	<p>Interview</p> <p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.</p> <p>Able to work under pressure and to tight deadlines</p> <p>This post is subject to an enhanced DBS check.</p>	<p>Interview</p> <p>Satisfactory clearance at conditional offer stage</p>