

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing
<b>DEPARTMENT:</b>	Children and Family Services / Children's Commissioning & Sufficiency
<b>POST:</b>	Senior Strategic Planning and Commissioning Officer
<b>GRADE OF POST:</b>	GR13
<b>RESPONSIBLE TO:</b>	Children's Commissioning and Sufficiency Lead

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### **JOB PURPOSE:**

To take a lead role in the in the commissioning and strategic planning arrangements, in order to remodel and modernise social care provision within the borough for children and family services.

To contribute towards the development and implementation of strategic commissioning and delivery plans for service areas by working alongside the senior management team.

To take forward and lead specific projects and plans, which ensure the efficient and effective delivery of services and stimulate innovation across all service areas.

To play a key role in development and implementation of quality assurance and contract monitoring processes delivered across internal and commissioned service providers.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Assist the Children's Commissioning and Sufficiency Lead to take forward the strategic planning objectives for social care services and contribute towards the development of specific commissioning plans for service areas.
- Work with the relevant Group Managers to help define and drive forward the evolving strategic objectives across adults and children services and play a vital role in translating the strategic priorities into innovative delivery plans.
- Play a key role in specific projects and taking part in procurement solutions to help transform and remodel services and enable them to be commissioned through outcome focused contracting.
- Provide innovative advice and support to the senior management team in defining strategic objectives for children and family services and the

delivery of robust operational and service plans and business cases for investment.

- Support the quality assurance and contract monitoring requirements of the team to ensure quality of care is being delivered across internal and commissioned service providers.
- Work with the corporate and operational teams to help gather and analyse data sets that facilitate rigorous analysis of population need, service usage and market mapping exercises.
- Contribute towards the development of strategies for addressing future demand for social service provision through market mapping, analysis of local population need and risks to independence.
- Work with the Children's Commissioning and Sufficiency Lead to explore opportunities to purchase services, which offer value for money in line with national procurement solutions and the National Commissioning Framework.
- Work with health and social care managers to seek opportunities to plan and deliver community based health and social care services in an integrated way.
- Translate financial planning into service design and help achieve efficiencies through effective purchasing and commissioning arrangements.
- Seek ways to positively collaborate with local partnerships, Health Board, Cwm Taf Morgannwg region, and the third sector and play an active role in driving forward collaborative commissioning and contracting functions.
- Assist the Children's Commissioning and Sufficiency Lead in the development and implementation of quality assurance and contract monitoring processes
- Line manage and monitor the work and performance of staff through effective and regular individual supervision and appraisals and be accountable for the quality of their work.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably

assigned to you, including development activities, which are within your capability and grade.

**CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Senior Strategic Planning and Commissioning Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A professional qualification in a related field or an appropriate management qualification.</li> <li>• Educated to degree level.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of national policy and direction for Social Services and its relevance to services for adults and children.</li> <li>• Detailed knowledge of all aspects of commissioning, planning, purchasing, contracting and contract monitoring practices.</li> <li>• Detailed knowledge of assessment/care management procedures, information systems and quality assurance issues.</li> <li>• Detailed knowledge of joint commissioning and of pooled and joint budget arrangements.</li> <li>• Considerable experience of working at a senior level in a Social Services Department or other related organisational environment.</li> <li>• Experience of working within social care or health services for adults and/or children services.</li> <li>• Experience of monitoring and reviewing service standards.</li> <li>• Considerable experience of project management.</li> <li>• Experience of developing policies and procedures.</li> <li>• Experience of working successfully with a range of partners.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Knowledge &amp; Experience (ctd.)</b>	<ul style="list-style-type: none"> <li>• Experience of collating and analysing data to inform service planning and development.</li> <li>• Line management experience.</li> </ul>		Interview, application form, and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions appropriately.</li> <li>• Ability to form constructive working relationships with colleagues and other agencies.</li> <li>• Ability to present high-level reports and information that sets out key issues and options for action.</li> <li>• Ability to analyse, interpret and synthesise complex issues.</li> <li>• Ability to think strategically, to formulate clear judgements and to recommend appropriate courses of action.</li> <li>• Ability to define and achieve targets.</li> <li>• Ability to work effectively in a political environment.</li> <li>• Good IT skills.</li> <li>• Ability to deal directly with the public and explain change in complex and emotive situations.</li> <li>• Good time management to coordinate and prioritise competing priorities within a culture of change.</li> <li>• Ability to work flexibly and proactively and be able to work on your own initiative as well as part of a team.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.