

Commissioning & Strategy Support Lead (Tier 4)

Directorate/Group:	Communities Education Services
Accountable to:	SEND: Strategy and Commissioning Lead
Accountable for:	Strategic direction and delivery of the SEND and Inclusion Service. Ensuring alignment across functions through matrix working and Standard Operating Principles. ~£400,000 Budget FTE 1-3
Politically restricted post	No
Delivery Teams	
Grade	Hay F

Context

As the Strategy and Commissioning Lead for the SEND and Inclusion service you will play an active delivery and strategic role as part of the overall SEND and Inclusion Senior Leadership Team (SLT) with other senior leaders working directly for the Strategy and Commissioning Manager for SEND (Special Educational Needs and Disabilities) and Inclusion.

You will work cross functionally alongside the SENDAR team, the Educational Psychology Service, Specialist Teaching Service, EMTAS, Elective Home Education, Section 19 duties (i.e., exclusions and medical needs) and Alternative Provision to ensure the delivery of the SEND and Inclusion Core Offer.

The Council is establishing a "team around the school" approach that will require all service leads to be responsible for ensuring joint working across SEND teams in a geographical area in accordance with Standard Operating Procedures (SOP's).

You will support the work of Education Services and the SEND & Inclusion Leadership Team to ensure that resources are used to commission services that make a positive difference, meet statutory obligations delivery of the "team around the school" approach and contribute to the overall strategic objectives set out in the SEND and Inclusion Strategy. You will lead on specific strategic assignments and outcome-based commissioning, as well as other transformational and ad-hoc projects, while providing challenge and advice to others.

You will work in partnership with other SEND and Inclusion functional Team Leaders to deliver our organisational outcomes.

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You will support the Strategy and Commissioning Manager, SEND & Inclusion in achieving our organisational vision and outcomes.

You will manage commissioning resources to deliver on your commissioning plan and its objectives.

You will develop and maintain good working relationships with a range of key stakeholders including statutory partners, service providers, voluntary section, and customers.

You will have overall accountability for developing and embedding a performance culture, built on the development and maintenance of standard operating procedures' (SOP's), that delivers results through consistent ways of working, rigorous challenge, disciplined delivery, and continuous improvement, ensuring that resources are targeted on business priorities and meeting customer needs.

Specific role assignment

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Delivery responsibilities	<p>Key areas of responsibility:</p> <ul style="list-style-type: none">• Development, oversight and implementation of the SEND & Inclusion Strategic Delivery Plan• SEND Data, Performance and Finance Reporting to various groups including Schools Forum and Elected Members• SEND Sufficiency & Commissioning• Overseeing the contract performance of SEND services commissioned by Education (eg. SENDIAS)• Continued development of the SEND Local Offer and communications• Work alongside other senior leaders and the head of service at a strategic level to support the development of a progressive and inclusive approach to special educational needs in WCC.• Work as part of the SLT to ensure Matrix management of the entire Service to deliver the “team around the school” approach across all geographic areas.• Responsible for developing the long term SEND & Inclusion Strategy• Responsible for leading on Management Information Systems for SEND & Inclusion Service.• Responsible for ensuring we are “Inspection Ready” for Local Area Inspection in line with SEND Local Area Inspection Framework• Responsible for the SEND local area self-evaluation document to drive continuous improvement• Responsible for ensuring performance and financial reporting systems are in place and adhered to• Responsible for working with sufficiency teams to ensure future place planning and sufficiency of specialist provision.• Responsible for ensuring the delivery of the Working Together Charter with Parent Carer Forum, settings and other key stakeholders.• Ensure that Education, Health, and Social Care issues arising from legislation, government guidance, policy, research, and best practice findings are identified, translated into action plans, and implemented.• Responsible for SEND & Inclusion Partnership Board arrangements and governance.• Working with a range of stakeholders including parents and carers, children and young people, early years settings, schools and colleges and health and social care officers• Develop and strengthen all aspects of the inter-agency planning process by making links with a range of external agencies, e.g., other Local Authorities, DfE as required.• Produce strategy documents, reports, correspondence, statistical and financial information as required for a range of audiences, including Corporate Board, Cabinet, Schools Forum.
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Key business measures	To be reviewed in line with the new strategy, but currently: % Of learners with EHCPs educated in mainstream provision % Of learners with EHCPs educated in SEND Resourced Provision. % Of learners with EHCPs educated in special schools and independent specialist provision.
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Specific experience	<ul style="list-style-type: none"> ● Comprehensive understanding and experience of Special Educational Needs & Disability and Education commissioning and service delivery issues. ● Knowledge and understanding of health and social care issues in relation to SEND. ● Knowledge of relevant Special and Educational Needs and Disability and Education legislation, guidance, and policy. ● Substantial experience of working with a range of school and education providers and stakeholders. ● Substantial experience of the commissioning cycle and evidence of service review and redesign. ● 5 years' experience of managing people and teams. ● Evidence and experience of analysing and interpreting complex data into a comprehensive report format. ● Experience of solving complex issues and having a solution-oriented approach to managing risk appropriately. ● Evidence and experience of leading successful change programmes.
Specific qualifications/ and registration	Educated to degree level or equivalent professional qualification. A minimum of 5 years' experience operating at a senior level in an education, health, or social care role.
Budget responsibility	Circa £400,000 External and internal budgets as specified by Commissioning and Strategy Manager.
FTE responsibility (line management)	1-3
Key stakeholder relationships	Key partner relationship management with Schools and Education providers, Social Care and Health (acute and commissioning). Key relationship management with commissioned providers. Professional relationship development with Leader or Deputy Leader of the Council, Cabinet Members and any other political post holders as required. Professional partner relationship management with Delivery Manager colleagues, Senior Commissioning colleagues and any other internal stakeholder as required.

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Commitment to safeguarding, with knowledge and understanding of current requirements and national policies.

An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> ● Identification of business requirements against demand for the service(s) ● Formulating short term (1 year) strategies and plans to meet demand for the service(s) ● Use of insight, best practice, and research to inform commissioning intentions and key business measures

- Contribute to the commissioning intentions, key business managers and plans based on demand for the short term (1 year)
- Develop the 1-year delivery plan in conjunction with the delivery teams.
- Contribute to the development of policies.
- Ensure that insight, best practice, market research and trends are considered in the commissioning intentions.

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> ● Focus on new ideas, improvement, and innovation ● Analytical person

- Undertake periodic review(s) of commissioning intentions, outcomes, and key business measures to identify areas of improvement.
- Support the development of options appraisals to assess the most suitable means of delivering the commissioning intentions.
- Ensure the right provider is commissioned to achieve our objectives through a mixed economy of internal and external suppliers.
- Work in collaboration with Operational Managers and the Commissioning Support Unit, to put in place frameworks to monitor and manage quality performance of commissioned services.

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Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> • Effective budget setting and monitoring • Contract negotiation and commercial partnership management • Quality monitoring and measurement • Oversight of contract set up, establishment and ongoing monitoring. • Good understanding of SEND, High Needs and Education financial constraints

- Manage budgets in line with commissioning outcomes, including commercial and trading targets.
- Act where the performance of providers is unsatisfactory.
- Ensure compliance to the specific statutory, compliance, contract, practice, and performance frameworks.
- Support Delivery Managers in contract set up, establishment and management.
- Manage the decommissioning of contracts where applicable.

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> • Relationship development and management • Influence and shapes the market. • Collaborative working

- Support the development of key partnerships.
- Support the shaping and influencing the market.
- Support the co-production of commissioning strategies and intentions with key stakeholder groups.
- Support required co-production, consultation, engagement activities.

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective induction of team members.
- Retain and attract the required capabilities of the team through effective talent management.
- Set and deliver stretching performance objectives.
- Undertake annual appraisals with the team.
- Undertake regular 1:1 session throughout the year to review performance against objectives.
- Manage and support teams through organisational change.

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Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework. • Ensure best use of resources. • Ensure effective service design. • Oversight of budget

- Plan, task, deploy and co-ordinate resources to meet changing commissioning needs as required.
- Monitor, plan, and review team outcomes ensuring delivery of personal and team objectives. Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes.
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams.

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues. • Maintains business continuity. • Role model of how we work principles.

- Maintain business continuity in the event of service disruption.
- Effectively addresses performance issues within the team.
- Enable the team to work in a high-performance culture.
- Act and operate corporately across WCC adopting the one council approach.
- Function as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks.

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours

V1.0

*service = service, team, functions

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

