

Commissioning Manager – Education Sufficiency (Mainstream) (Tier 4b)

Directorate/Group:	Children and Young People Education Services Access to Education
Accountable to:	Strategy and Commissioning Manager – Education Sufficiency
Accountable for:	2-3FTE
Politically restricted post	No
Job Title	Commissioning Manager – Education Sufficiency (Mainstream)
Grade	Hay 10

Context

You will support the work of Education Services and the Sufficiency and Capital team to ensure that resources are used to commission provision that makes a positive difference, meet statutory obligations and contribute to the overall strategic objectives set out in the Education Sufficiency Strategy.

You will support the Strategy and Commissioning Manager for Education Sufficiency to meet the Council's statutory responsibilities for education provision and manage individual projects from feasibility to completion in order to provide high quality places.

You will work in partnership with other Delivery Team Leaders to deliver our organisational outcomes.

You will support the Strategy and Commissioning Manager for Education Sufficiency in achieving our organisational vision and outcomes.

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

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Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• Responsibility for supporting the delivery of Warwickshire's Education Sufficiency programme as part of the wider Education and Learning Sufficiency Strategy;• Oversight and support of annual SCAP return to maintain accurate and up-to-date evidence and understanding of the changing profile of the County's pupil needs, including 5-10 year projections, to inform commissioning intentions and decisions.• Deliver the commissioning of high quality Education provision which results in the best use of resources to meet the assessed educational needs of the 0-25's population across Warwickshire's community.• Programme manage the Mainstream Capital Programme. Develop strong and robust partnerships within the Council (including Strategic Assets team and Property Services) and with other stakeholders in particular across education, strategic commissioning, social care, health, and private, independent, community and voluntary sector providers to commission a range of innovative, flexible, sustainable and affordable services.• Develop compelling business cases to win strategic support from the Capital Access and Organisation Board and WCC Cabinet for the required investment in new provision.• Coordinate any required public consultation for the development of new or additional education provision and changes to existing requirements.• Coordinate and facilitate collaboration between special and mainstream schools and academies and partner agencies in order to ensure a robust, high-quality and sustainable educational offer for learners.• Responsibility for ensuring Warwickshire's education provision draws on the latest evidence, best practice and successful models from elsewhere, drawing on commissioning intelligence and benchmarking information.• Deputise for the Strategy and Commissioning Manager for Education Sufficiency in the development, production and presentation of reports to senior officers and members.
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Specific experience	<ul style="list-style-type: none"> • Knowledge of relevant and Education legislation, guidance and policy such as Admissions and ‘making significant changes’ to schools • Understanding and experience of Special Educational Needs & Disability and Education place planning and service delivery issues. • Substantial experience of working with a range of school and education providers and stakeholders. • 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	<p>Educated to degree level, equivalent professional qualification or relevant experience.</p> <p>A minimum of 3 years’ experience operating at a senior level in an education, health or social care role.</p>
Budget responsibility	<p>External and internal budgets as specified by Strategy and Commissioning Manager for Education Sufficiency</p>
FTE responsibility (line management)	<p>2-3 FTE posts with the Sufficiency Team</p>
Key stakeholder relationships	<p>Key partner relationship management with Schools and Education providers,);</p> <p>Key relationship management with providers;</p> <p>Professional relationship development with Leader or Deputy Leader of the Council, Cabinet Members and any other political post holders as required;</p> <p>Professional partner relationship management with Delivery Manager colleagues, Senior Commissioning colleagues and any other internal stakeholder as required.</p>
Other requirements	<p>Commitment to safeguarding, with knowledge and understanding of current requirements and national policies.</p> <p>An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.</p>

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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• Problem solver

- 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.

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
- Take action where the performance of providers is unsatisfactory

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- 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 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

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

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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
- Act 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



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

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