

Job Description and Person Specification

Job details

Job title: Children and Family Hub / Early Years Commissioning Officer

Directorate: Children and Education

Reporting to: Head of Children's Centres & Early Help Systems

Direct/indirect reports: None

Budget responsibility: No

Grade: PO4

Leadership level: Operational

DBS requirement: Enhanced

Job description

- Purpose of the post:
- The post holder will work with the Children and Family Hubs / Early Years and procurement and commissioning team, to provide a high quality commissioning and contract management support function.
 - The post holder will support the commissioning of high quality early help services for children, young people and their families across Hackney
 - Whilst a focus will be the commissioning of the statutory and community-based children and family hub services, the role will also support commissioning of interventions across the age range for children and young people.
 - The post holder will contribute to the corporate and strategic service planning and service transformation, ensuring that the Council's vision, objectives and priorities are realised across a range of services
 - In all areas of activity, the role will need to adopt a strong partnership approach to enhance collaborative working and to help ensure that outcomes for children, young people and families in the borough are improved

Main duties and responsibilities:

To work with the Children and Family Hubs, Early Years and Commissioning and Procurement team in order to:

Deliver outstanding service

- Lead and manage the commissioning and procurement of a wide-ranging portfolio of universal and targeted early help early Help services including; early years and 0 - 19 Children and Family Hubs
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- Develop and implement strategies that transform the management and quality of the service and secure significant and sustained improvements for children, young people and families
 - Provide timely and appropriate advice on commissioning, procurement and contract management best practice
 - Develop strategic commissioning plans and make/recommend divisions to meet identified need

Increase service quality and performance

- Use and develop relevant performance frameworks to ensure delivery against targets, collaborative working practices, a strong customer service focus, efficiency resource deployment, staff effectiveness, continuous service improvement and improved outcomes for customers
- To support the Head of Children and Family Hubs and Early Help Systems to continuously improve the quality and impact of care, education, health and family support services the the implementation of strong, outcome focused commissioning practice
- Manage the process for medium and low risk procurements, ensuring that progress is maintained and risks are appropriately mitigated.

Identify opportunities for personal and professional development

- To keep professionally updated on all aspects of the Children and Family Hub and Early Help service and develop a broad portfolio of competencies which meet the needs of service users.

Identify opportunities for innovation/new business development

- Lead on joint working arrangements with other directorates and external agencies on strategic planning of joint initiatives as required

Make best use of resources

- Ensure the management of financial, human and technological resources to ensure cost effective and efficient service delivery, with high levels of output and outcomes, ensuring that services reflect a commercial focus and best value
- Oversee and coordinate the timely production of all documents necessary for commissioning and procurement, tender and/or contract award process, including terms and conditions of contract, service specifications and performance standards, and to liaise with members of the Tender Panel to ensure that service requirements promote Best Value.

Develop strong relationships across teams and with partners

- Consult and actively engage all sections of the community, partnerships, stakeholders and customers in order to information and deliver continuous service improvement
- Develop effective partnerships with other areas of the councils and other agencies to ensure efficient commissioning and delivery of services
- Actively pursue the engagement of children, young people and their families in service

design, delivery and evaluation, and ensure services are children, young people and family-focused

- Provide oversight of the commissioning priorities, in collaboration with all relevant partners, as to ensure the Councils/Directorates vision, objective sand annual priorities are realised
- Commision children and family hub services through the specification and procurement of service provision, working in partnership with other services, agencies and the voluntary sector to meet the identified needs of residents

Reflect best practice and ensure compliance

- Compliance with GDPR policies.
- Deliver the Council's vision, objectives and annual priorities in line with the constitution, financial regulations, contract rules, and all approved council p9oli9ces and procedures
- Ensure systems, processes and protocols between commissioned services, delivery partners and other local authority services are robust and support service improvement and effectiveness
- Draw up a range of agreements for services using appropriate standard forms of contract where appropriate, adapted to meet the specific requirements of each service.
- Ensure robust and consistent contract management is in place
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness

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Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. Educated to degree level in a discipline relevant to the responsibilities or equivalent experience		
2. Further higher-qualification in a related field		
Experience	✓	✓
3. Successful post-qualification experience working in early intervention and commissioning of early years, children and families and health related services		
4. Experience of developing, or delivering early years children centre / family hubs, or early help services		
5. Proven experience of commissioning, market management and contract management; including specifying, monitoring and evaluating service outcomes and targets		
6. Experience of managing a demanding and complex work-programme with rapidly changing and competing priorities		
7. Experience of interpreting and utilising a range of different information and data sources, including financial, statistical, and qualitative data and presenting conclusions and implications		
Knowledge/Skills	✓	✓
8. Sound understanding of the needs of vulnerable children, young people and adults		
9. Sound knowledge of safeguarding and implementing safeguarding policies and procedures		
10. Experience of planning services for diverse, inner-city communities, with a demonstrable understanding of working with difference, disadvantage and community development and a commitment to anti-racist practice		
11. An understanding of the Children and Family Hub / Children's Centre agenda and both local and national developments in early years, public health and children and young people's service delivery		
12. Ability to work with a wide range of professionals in a multidisciplinary environment		
13. Ability to engage residents; children, young people and adults by using effective tools for communication and consultation		
14. Excellent communications skills, oral and written with the ability to communicate effectively across a range of audiences using a variety of methods.		

15. Proven ability to build effective professional relationship and maintain a strong partnership approach ability to manage, organise and prioritise workload		
16. Programme and project management skills		
17. Working knowledge of relevant analytical skills and ability to apply them to complex information in order to design services		
18. Ability to work proactively whilst recognising key issue that require consultation or direction from senior decision makers		
19. Ability to influence and negotiate effectively		

Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:		Date:	
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