

Profile Title:	Commissioning Manager		 BARNSLEY Metropolitan Borough Council		
Reports to:	Manager				
Employee Management:	3 employees	Grade:	10	Profile Ref:	105206
Purpose of the Post					
<p>Lead on pieces of work in the commissioning of services and support the development of strategies.</p> <p>Undertake appropriate analysis to determine need, liaising with relevant stakeholders, including service users and carers, preparing contract documentation, ensuring services are delivered on time and to budget in accordance with specifications.</p>					
Responsibilities					
<ul style="list-style-type: none"> • Completion of strategies and business cases for service areas/ pathways across service user groups to influence policy decision makers and funders in line with local / national objectives. • Develop service specifications in line with best practice, evidence based needs analysis, national and local targets and available resources. • Be responsible for use of complex contract documentation, liaising with appropriate stakeholders to ensure compliance with policies, procedures, statutory guidance, legislation and good practice. • Monitoring of contracts and contribute to Quality Assurance and Improvement processes. • Provide professional advice and guidance in relation to commissioning and relevant services, ensuring that information is communicated to internal and external stakeholders as required. • Undertake robust performance management of contracts and commissioned services by the development of appropriate systems, ensuring service outcomes are being delivered according to the specification and appropriate standards at all times promoting quality practice and continuous service improvement. • Undertake complex data analysis and interpretation to ensure the commissioning of appropriate services, responding to intelligence and identifying areas of unmet need. • Prepare and deliver reports and presentations as required to a range of audiences including service providers, senior managers, service users, carers and other members of the public • Undertake budget monitoring, ensuring that resources are allocated appropriately and funding for the service is maximised. • Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors, communities and partnership and funders as required to ensure the effective commissioning and delivery of services. • Keep abreast of wider developments to enhance the service accordingly, to satisfy internal and external demands as well as local and national guidance. • Comply with all statutory requirements, standing orders and financial regulations of the Council. • Undertake any other duties commensurate with the role as requested by management. 					

Education and Training	Measure	Rank
<ul style="list-style-type: none"> Degree qualification (Level 6) 	A/C	E
<ul style="list-style-type: none"> Project and or programme management training 	A/C	E
<ul style="list-style-type: none"> IPC or associated commissioning certificate 	A/C	E
<ul style="list-style-type: none"> Willingness to undertake the Councils Leadership Programme 	A/I	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of commissioning, decommissioning and remodelling services responding to need, policy changes and financial pressures. 	A/I	E
<ul style="list-style-type: none"> Experience of working and liaising with managers at all levels of seniority, external agencies and communities. 	A/I	E
<ul style="list-style-type: none"> Experience of continuous service improvement with enthusiasm and commitment to improving service delivery. 	A/I	E
<ul style="list-style-type: none"> Experience of undertaking performance management and developing relevant systems to monitor, manage and improve performance. 	A/I	E
<ul style="list-style-type: none"> Experience of strategy development. 	A/I	E
<ul style="list-style-type: none"> Experience of budget management. 	A/I	E
<ul style="list-style-type: none"> Experience of managing and leading change. 	A/I	E
<ul style="list-style-type: none"> Experience of working across organisations and business units in a matrix model to achieve strategic outcomes. 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge and understanding of local and national strategies, policies and legislation relevant to the area of work. 	A/I	E
<ul style="list-style-type: none"> Significant knowledge of processes associated with the commissioning cycle including procurement 	A/I	E
<ul style="list-style-type: none"> Knowledge and understanding of the range of service providers in the market 	A/I	E
<ul style="list-style-type: none"> Working knowledge of Microsoft applications. 	A/I	E
<ul style="list-style-type: none"> Knowledge of the pressures facing local government, health, providers, communities and wider stakeholders. 	A/I	E
<ul style="list-style-type: none"> Knowledge of safeguarding procedures and the application of these with regard to commissioning and contracting 	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including service users and carers. 	A/I	E
<ul style="list-style-type: none"> Ability to work at senior levels within an organisation as well as with community members, sometimes in situations of tension and conflict. 	A/I	E
<ul style="list-style-type: none"> Strong organisation and time management skills with the ability to work under pressure, adapting to changing workload demands and organisational challenges. 	A/I	E
<ul style="list-style-type: none"> Interpretation of local and national policies and legislation and ability to assess the local impact and consequences for commissioning. 	A/I	E
<ul style="list-style-type: none"> Ability to produce quality documentation including contracts and reports for a variety of 	A/I	E

audiences seeking appropriate legal and procurement advice as appropriate

Additional Requirements	Measure	Rank
• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.	A/I	E
• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the council's vision, priorities, values and behaviours.	I	E
• Able to undertake any travel in connection with the post.	A/I	E