



Candidate Information Pack

**Somerset
Council**

Senior Commissioning Officer Children's Social Care

SCC04601/SR

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If you are interested in finding out more before applying, please get in touch with **Julie Breeze on 07919 540517 or Julie.breeze@somerset.gov.uk**.

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on recruitment@somerset.gov.uk or telephone on **01823 355596**

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.

What You Will Be Good At

Qualifications, Knowledge Experience and Skills

Essential

- Significant experience as a commissioning practitioner in a post which involves (or is closely related to) commissioning of support or care services.
- Demonstrable understanding of best practice in commissioning and a track record of involvement in delivering significant commissioning projects.
- A good understanding of the commissioning process in the context of children's services and improving outcomes for children.
- Includes an awareness of the importance of service user involvement in the commissioning process, and knowledge of how to design / implement involvement processes.
- Well-developed analytical and interpretative skills.
- Well-developed verbal and written communication skills; awareness and demonstrable ability to target communication according to different audiences and different situations.
- Negotiating and influencing skills; awareness of the need to apply different negotiating and influencing strategies / tactics according to differing situations; and demonstrable ability to apply them.
- Strong self management skills. Experience of supervising others.
- Strong budget management skills.
- Diploma in Higher Education / Degree or equivalent academic qualification relevant to commissioning and /or children's services (social care, health or education fields).

Desirable

- Considerable managerial experience
- Experience of improving sufficiency of placements for children in care
- Experience of working with elected Members or Board Members / Trustees
- Experience of representing an organisation at external forums.
- Post graduate award, professional or vocational qualifications that are directly relevant to commissioning and/or children's services (social care, health or education fields).

All disabled applicants meeting the essential criteria will be interviewed.



What You Will Deliver

Key tasks and responsibilities

Role purpose

This role helps the Council deliver the Children and Young People's Plan with a particular focus on leading strategies to improve the sufficiency and quality of homes for children in care and also to prepare care leavers to live independently when the time is right.

To define and lead an effective and efficient Service ensuring the objectives of the Council are met.

Key results area	Accountability
Budget management	<ul style="list-style-type: none"> • Controls and reviews specific project budget ensuring that service activity objectives are met, whilst not compromising on service quality • Negotiate and manage budgets to appropriately plan for the service and identify further funding resources. • Manages and controls a devolved budget within financial parameters, reshaping services where appropriate to enhance outcomes. • Report on budget to external bodies such as the Department for Education
Delivery of statutory duties	<ul style="list-style-type: none"> • Ensures the operation of any statutory or regulatory duty for the service area complies with government legislation and/or regulatory duties. • Optimises available resources effectively to locally commission and deliver services to the required standard.
Develop and deliver service plans	<ul style="list-style-type: none"> • Identifies links between strategic objectives set out in the sufficiency statement. • Actively maintains up to date knowledge of best practice within commissioning and the specialist fields they are involved with. • Co-design services with young people and relevant professionals to embed a continuous improvement approach. • Collect qualitative and quantitative evidence to evaluate the effectiveness of the service. • Apply project management methodology to deliver outcomes in terms of service deliver and improved outcomes for young people. • Oversee the delivery of quality assurance activities in order to meet service delivery targets and to ensure that the services are reviewed positively under external inspection. • Ability to supervise others in the delivery of tasks that contribute to the achievement of team objectives.
Problem solving	<ul style="list-style-type: none"> • Ability to think and act strategically. • Liaise with professionals at all levels to ensure contracts are adhered to. • Able to deal with complex problem solving issues promptly.
Develop policies	Develop new policies as the service develops and ensure this is embedded across the service
Corporate responsibilities	Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and

	Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.
Dimensions of role	
<ul style="list-style-type: none"> • Directly line manages Commissioning Officers • Contributes to budget/expenditure management of £50 million placements budget • Regular contact with the Children's Commissioning Team, Leaving Care and Social Work teams across Somerset. • Regular contact with stakeholders and multi-agency partner organisations. • Maintain a network of peer professionals working within or related to the field of commissioning. This may include representing SC at inter-agency forums and events relevant to their specific job role. • Maintain effective working relationships with providers (internal or external) and stakeholders, including the voluntary and community sector and private sector, which will involve being aware of and observing the boundaries of the commissioning relationship whilst at the same time establishing a basis for meaningful feedback and the practice of co-production. This will require effective communication and the demonstration of appropriate professional knowledge required to achieve credibility in the role. • Occasionally interact with Members of the Council to make them aware of commissioning issues that will/may have an impact on the communities they represent. 	
Notes	
Competencies / attributes	<p>Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.</p> <p>Ability to promote and safeguard the welfare of the children and young people.</p> <ul style="list-style-type: none"> • Ability to provide advice and guidance in fluent spoken English. • Strategic thinking and problem solving ability. • Networking skills to build relationships • Promotes the need for change and models this behaviour. • Ability to use influence and persuasion to achieve objectives. • Promotes the need for change and models this behaviour. • Ability to use thoughtful judgement to manage complex service delivery. • Ability to adapt to changing priorities. • Personal integrity and credibility; able to command respect and confidence of those within their sphere of influence • A collaborative way of working balanced with an ability to challenge appropriately. • Demonstrates a commitment to safeguarding and promoting the welfare of children. <p>This role requires a basic criminal background check (DBS) via the disclosure procedure.</p>
Working conditions:	<ul style="list-style-type: none"> • You will be based in County Hall, Taunton with a requirement to travel county wide and to areas that are not currently serviced by public transport. • Flexible home working is available but you will be required in the office on occasions
Working arrangements:	

What We Will Offer You in Return

Salary and grade:	Grade 9, between £39,186 to £43,421 per annum Appointments are normally made at the bottom of the salary scale.
Contract type:	Permanent
Location:	Taunton
Hours of work:	37 hours per week. These will be in agreement with the line manager.
Annual leave:	For this grade: 30 days. This is inclusive of two statutory days. In addition, there are 8 bank holiday days. Please note, the amount stated will be pro-rata for part-time and fixed term contract posts. The annual leave year starts on 1 st April.
Probationary period:	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
Notice period:	Following completion of the probationary period, this post will be subject to a notice period of three calendar months on either side.



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