



Job Description

Job Title	Contract and Commissioning Manager
Directorate	Children and Young Peoples Services
Service Area	Commissioning and Safeguarding
Grade	9
Competency Level	2
Salary	£46,549 - £51,576
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Please outline level of check or state if not required
Job Evaluation Ref No	

Job Purpose

To be responsible for the management of a range of contracts across children and young people's services ensuring effective performance monitoring and evaluation to inform future commissioning needs.

Directly Responsible For:

Senior Commissioning Manager – Children and Young People's Services



Directly Responsible To:

[Please provide the job title of the post holders line manager]

Main Areas of Responsibility:

- Manage the arrangements for agreeing contracts, reviewing and monitoring schemes to ensure that agreed objectives, priorities and quality standards are met.
- Implement systems to ensure the service is performance managed and that risks are identified, assessed and managed.
- Contribute to the development of the Commissioning and Sufficiency Strategy and associated action plan to ensure preventative services are effective and efficient.
- Develop the monitoring, review and quality assurance framework for all commissioned services and ensure a schedule of visits on a regular basis and, in co-operation with other key departmental operational staff.
- Produce performance analysis reports to inform and influence commissioning and decommissioning decisions.
- Monitor cost centres and manage financial savings attributable to the commissioned service and report any variations against monthly targets with full analysis and explanations of the issues and suggestions of actions to address variations. Work with finance to provide monthly spend and forecast updates.
- Identify gaps in service provision, inappropriate use of resources and trends in service, in order to recommend, manage and take appropriate remedial action.
- Lead and take ownership of long-term projects that are designed to improve service delivery, achieve better value for money and achieve service strategy goals.



- Work with the Senior Commissioning Manager to identify providers' true costs using established cost tools and to assist in the development of cost models to assist in service reviews and to carry out cost bench marking where appropriate.
- Work with Senior Commissioning manager to develop commissioning intentions including the development of options appraisals using an established decision-making matrix format.
- Support the Senior Commissioning manager in any decommissioning activity as a result of a service review or a commissioning strategy
- Work with the Strategic Intelligence Team to collate statistical information that will enable trend analysis, inform future service and commissioning developments and enable a focus on quality / value for money.
- Maintain effective working relationship with Procurement and other Commissioning colleagues to ensure that best practice in procurement methods and standards is adopted, in line with Council policies and professional standards (including the utilisation of and adherence to contract management policies and guidelines).
- Build and maintain effective relationships with commissioned providers, representing Liverpool City Council's interests and ensure proactive negotiation in relation to outcomes and performance information.
- Work closely with Social Care teams and partner agencies including health and education to ensure that commissioned services are fit for purpose and continue to meet the needs of children, young people and families.
- Work closely with internal residential, semi-independent and fostering managers to ensure alignment of contracted services within house provision.
- Prepare reports for the Directorate Management Team and Council and Portfolio leads as and when requested.



- Use evidence based good practice from other areas and represent LCC at commissioning events as necessary.
- Prioritise and manage work in line with guidance from line manager and complete work to the necessary standards and timescales agreed.
- Engage in and contribute to professional development as and when appropriate.
- Maintain confidentiality of information at all times in accordance with the principals of the Freedom of information Act and the Data Protection Act.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.



- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Monitor cost centres and manage financial savings attributable to the commissioned service and report any variations against monthly targets with full analysis and explanations of the issues and suggestions of actions to address variations. Work with finance to provide monthly spend and forecast updates.
- Work with the Service Manager to identify providers' true costs using established cost tools and to assist in the development of cost models to assist in service reviews and to carry out cost bench marking where appropriate.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- None

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.



- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree level or equivalent qualification or significant experience in a related area (A/I)

Desirable

- Evidence of continuing professional development

Experience

Essential

- Experience of commissioning in local government, preferably Children's Service's or partner agency (A/I)
- Experience of working strategically with other departmental and council staff, as well as with other agencies including health and education (A/I)
- Experience of working in a performance culture – including planning, target setting and achievement (A/I)
- Experience and knowledge of financial monitoring, finance systems and the Procurement and contracting process (A/I)
- Experience of project management and record of delivering complex projects on time (A/I)



Desirable

- Experience of partnership working with a range of organisations including the community, public, independent and voluntary sectors and service users and carers
- Experience of managing/monitoring budgets
- An understanding of information governance and security issues related to data protection, freedom of information.

Skills/Abilities

Essential

- Knowledge of commissioning processes and functions (A/I)
- Understanding of the role of good quality data, information intelligence and analysis to support the commissioning process (A/I)
- Ability to use software to create reports, presentations, data management systems etc (A/I)
- Able to analyse and interpret complex commissioning issues, information and data to inform the commissioning process (A/I)
- Excellent negotiation and influencing skills (A/I)

Desirable

- The ability to work strategically with other departmental and council staff, as well as with other agencies including health and education
- Ability to plan and prioritise work taking into account long term and strategic service requirements
- Ability to produce and present accurate, clear concise reports and management information orally and in writing



- Ability to contribute to service /team plans that focus on continuous improvement

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Demonstrable understanding and commitment to the achievement of equal opportunities in employment and service delivery
- Commitment to undertake training and development as and when required

Other