



Job Profile template

Assistant Director of Commissioning & Sufficiency Children's Services

JOB TITLE:	Assistant Director of Commissioning & Sufficiency Children's Services
GRADE:	HoS & Tech
POST NO:	31032
JOB TIER:	Tier 3
DBS CHECK:	Enhanced
DIRECTORATE:	Children's Services
SERVICE:	Children's Services

REPORTING STRUCTURE	Up to
Reports to:	Corporate Director – Children's Services
Direct Reports:	Up to 6
Indirect Reports:	TBC

ROLE PURPOSE:

Leading Children's Services Commissioning and sufficiency, ensuring the councils meets their statutory sufficiency duties across care and education, whilst ensuring best value.

To provide inspirational senior leadership in the design, procurement, and delivery of high-quality services that put Hillingdon residents first. You will drive financial stability and performance by establishing a clear commissioning strategy and translating it into successful service delivery for our children.

As a key member of the senior leadership team, you will lead the transformation of the commissioning model across Children's Services to ensure value for money, integrated education, health and social care, and access to sustainable, innovative markets.

Job Description

1. Resident & Community Contribution

- Ensure the voice of children, young people, and their families and carers are used to inform the design, implementation and monitoring of all commissioned services
- Lead and support on engagement activities with a wide range of stakeholders in order to ensure that commissioned services meet the needs of local residents, and that sufficient care and education provision is available for children and families. This will include virtual and in person engagement.
- Work with community and representative groups, the voluntary and charitable sector (VCS), education and care settings in the public and private sectors, to design, shape and maintain sufficient good quality provision to meet the needs of Hillingdon children and families.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- To be responsible for the selection, development and performance of direct reports in line with the Council's HR policies.
- To ensure all team members receive the appropriate level of communication and training to maintain engagement with the Council's vision, priorities and activities
- To be responsible for maintaining a safe and healthy working environment in line with Health & Safety at Work Act (1974).
- To implement a new Commissioning and Sufficiency structure and approach across children's services, that will have the necessary skills and expertise to deliver value for money solutions for the Council.
- To provide leadership that empowers direct and indirect reports to make decisions that will deliver value for money and put residents first
- Build a high-performance culture aligned with Council values, ensuring workforce capability, wellbeing and continuous improvement.

3. Operational Service Delivery

- Lead end-to-end commissioning across Children's Social Care, Education, SEND and Early Help, including market shaping, contract management, sufficiency planning, SEND placements and transport commissioning.
- Ensure quality, compliance, value for money and strong provider performance management.
- Provide strategic leadership across Children's Social Care, Education, SEND and Early Help teams to ensure that people understand the role and value of

commissioning activity and support leaders across the service to deliver high quality and value for money services.

- Lead on school amalgamations of Infant and Junior schools within the Borough, and associated school place planning matters.
- Establish and maintain robust outcome monitoring frameworks and quality assurance processes to ensure all settings provide high-quality, safe, and effective services.
- Oversee the full commissioning cycle, including service specifications, tendering processes, and the management of complex contracts to ensure compliance and value for money.
- Support inspections of Children's services related to education, SEND, and social care as necessary, in the role of commissioning and sufficiency expert

4. Service Planning & Development

- Ensure that an annual Team Plan, aligned to the Group / Service Plan(s), is developed, agreed and communicated to team members in a timely manner.
- Ensure clear Service Level Agreements (SLA's) are in place where appropriate, covering all aspects of service delivery with performance and response levels, together with the escalation process if SLA's are not met.
- Maintain a current service workforce plan including a succession plan for all key roles within own team.
- Own the development of a diverse and innovative care market, working closely with external partners in the health, independent, and voluntary sectors.
- Develop long-term commissioning strategies informed by data, demand modelling and statutory duties, which are co-designed with stakeholders.
- Lead sufficiency strategies, including SEND, Early Years, social care placements, and school place planning, ensuring future provision meets identified need.
- Ensure that co-design and co-production are embedded in commissioning practice and service design across Children's services.

5. Financial & Resource Management

- To take responsibility for the effective management of the allocated department / team budget.
- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- To ensure that all workforce expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.
- Hold strategic accountability for commissioning budgets across Children's Services as agreed with the Corporate Director Children's services.
- Ensure robust financial controls, value-for-money, accurate forecasting, and transparent reporting are implemented and maintained.
- Lead cost avoidance, efficiency and commercial negotiations across Children's services, to include all placements with providers in the external market.

6. Service Improvement

- Implement continuous monitoring of team and individual performance and productivity to ensure the delivery of Service Level Agreements (SLA's) are maximised.
- Manage the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- Drive continuous improvement, transformation and innovation across commissioned services to support the delivery of operational services across Children's services.
- Embed outcomes-based commissioning, performance frameworks and high assurance standards to ensure the service continues to deliver value for money and high quality service delivery.
- Identify opportunities to improve or transform existing services across Children's services through commissioning activity, to include advice on make or buy decisions in the Council related to internal or external service delivery.
- Identify innovative income generation streams and deliver pricing mechanisms alongside procurement functions to maximize the council's buying power.

7. Contacts

- Primary contact will be with other officers within the Council, and service users / residents and their representative bodies. To include who the contacts are and nature of interaction.
- Work closely with the Directorate Management team of Children's services to embed a commissioning culture, and support other Directors to improve service delivery across the directorate
- Work with senior leaders, schools, providers, regional partners, ICS/ICB children's leads, voluntary sector organisations, and families to deliver system-wide improvements.
- Act as a principal policy advisor to Cabinet Members and Corporate Directors, providing expert advice on complex commissioning and sufficiency matters across Children's services.
- Represent the Council regionally or nationally in matters relating to commissioning and sufficiency.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- You may be required to undertake periods of on call which are related to your role
- This profile/JD is not intended to be exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations will form part of this role.

9. Key Performance Indicators

- KPIs include
 - sufficiency delivery
 - timeliness of contracts
 - quality assurance outcomes
 - budget performance
 - stakeholder feedback
 - improvements in outcomes for children and families
 - co-design and co-production

Person Specification

This person specification will be used for recruitment to the post in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
Educated to Degree level		✓
Possess equivalent skills and experience in commissioning.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Extensive experience in managing large-scale budgets and delivering value for money in a complex financial landscape.	✓	
Proven senior-level leadership experience in commissioning, preferably within a large unitary or borough council environment.	✓	
Enhanced DBS required	✓	
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
Experience of commissioning services across Children's services, including care, education and SEND	✓	
Have proven and relevant experience in understanding data analysis and performance tracking	✓	
Working in a political environment and engaging with Members (Councillors) in relation to commissioning and sufficiency	✓	

Successful engagement activities with service users, families and children in relation to controversial or sensitive projects	✓	
Demonstrable success in building relationships with the NHS, private sector, and voluntary organizations to deliver multi-agency projects	✓	
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Good knowledge of current legislation, regulation, and associated policies within Children's care, education and SEND.	✓	
Have strong financial awareness and be able to assess the commercial viability of data analysis and information	✓	
Highly developed negotiation and influencing skills, with the ability to command respect at a strategic professional and political level.	✓	
Proven ability to use data and information in order for use in influencing and negotiations with suppliers and contractors.	✓	
Can identify opportunities to successfully challenge and drive commercial benefits to the Council	✓	
Has excellent organisational skills and attention to detail	✓	
Proven ability to analyse and present information and findings to internal and external stakeholders effectively.	✓	
Have excellent written, verbal and interpersonal communications skills and the ability to interact comfortably, both internally and externally at all levels	✓	

Ability to think innovatively, challenge traditional service models, and embrace digital technology to improve service delivery	✓	
A deep commitment to equality, diversity, and inclusion, and a passion for improving the lives of vulnerable residents.	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.