



POST TITLE	STRATEGIC PLANNING & COMMISSIONING OFFICER
DIVISION / SECTION	
DEPARTMENT	COMMUNITIES AND FAMILIES
RESPONSIBLE TO	SENIOR MANAGER (COMMUNITIES AND FAMILIES)
NUMBER OF POST HOLDERS	2
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

- To take a specialist lead role in the negotiation, development and evaluation, consultation, implementation of strategic plans and policies for all commissioned services including Contracted Services, Service Level Agreements and Grant Aid to Voluntary, Private and In House Providers, within the Community and Families Department.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Contribute to the systems for the effective negotiation, delivery and evaluation monitoring and review of these commissioned services ensuring they are implemented and operated effectively and efficiently and within Legal requirements.
- Contribute to the broader planning agendas with the Communities and Families section and support the development of joint strategies with the commissioning of services from internal and external agencies.
- Ensure that all commissioned services meet the Statutory requirements of the Council and deliver effective services based on Communities and Families Department Service Plan priorities reflecting the demographic and service needs of differing user and client groups.
- Take a lead role in the overall commissioning, contracting and purchasing of national, citywide and local services from voluntary and private sector providers.
- Participate in the collection of specialist, detailed knowledge of current practice within the client groups, monitor major reports/ research findings; the analysis of new legislation and ensure these are reflected in future service planning and commissioning of children and young people service.
- To specify, commission and purchase services to meet statutory and other requirements of the Council in discussion with the Lead Officer from each of the Service Areas.
- To monitor and evaluate the outcomes of commissioned services to ensure organisations are fulfilling their contractual service outputs and obligations and meeting customer need.
- Promote good practice across the Communities and Families Department within commissioned services through contributing to the development and monitoring of detailed service standards and practice guidance.
- Manage the development of service specifications for agreed services for client group/s
- Develop the relationship between planning and commissioning within Communities and Families and The Integrated Joint Board in respect of national, citywide, local or client specific services and

to ensure that joint contracted arrangements are developed and applied consistently across the range of client groups.

- Taking a lead role in Commissioning of services having recognisance of National, Community, Department, Council wide and capital and revenue budgets plans ensuring all Legal and Fiscal requirements are being met and that these reflect ongoing changes in European Directive requirements.
- To conclude SLA's and Contracts in consultation with relevant officers e.g. C&F Operational staff, Finance, Legal Services.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)

- Able to 'think outside the box' and work collaboratively with managers and staff across the Council, NHS Lothian and other partners, communities and citizens to develop radical and innovative approaches to tackling complex cross-cutting issues such as poverty, inequality and prevention.
- Demonstrating the leadership skills required to achieve innovative and responsive approaches to meeting needs in complex multi-agency partnerships. Having the ability to present controversial or complex issues, plans, policies and papers in an appropriate format to a wide audience with differing agendas, needs and expectations.
- Able to handle and manage negotiation with external providers in setting up services and pricing and dealing with any irregularities in contracts. Proven knowledge of contract compliance and legal requirements.
- Motivated and able to use own initiative to make decisions and identify solutions to problems not previously experienced. To shift the balance of care the post holder will require creativity, resilience and commitment to new approaches and ways of managing risk and care.
- Able to write clear and detailed reports and plans on a regular basis often to tight timescales.
- The development and maintenance of partnership working requires frequent contact with senior managers in the Council, NHS Lothian and in national, local statutory and non-statutory agencies, local voluntary and private organisations. The provision of support for the development of the strategic plan and strategic partnerships will involve working with Elected Members of the Council, members of NHS Lothian and the Integrated Joint Board.
- Working in collaboration within the localities to ensure joined up approaches to Planning and Commissioning and to ensure good relationships with colleagues in procurement. Decisions taken in relation to the escalation and cascading of urgent actions and ensuring that Senior Managers are adequately briefed to ensure they can make informed decisions on appropriate courses of action.
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- Decisions taken on management of their time and work plan to deliver on objectives set by the Strategic Plan and senior managers and the effective deployment of programme budgets for cross-cutting issues in discussion with Communities and Families senior managers
- Make recommendations to Senior Managers on key policy and strategy issues, including the development of inter-agency policy guidance, responding to new Government legislative and regulation change; and determine the relative significance of data, research, policy and legislation and inform managers on likely impacts.
- Make recommendations arising from project management of change programmes and policy implementation, in a complex interagency and strategic partnership.
- Make decisions and recommendations to Senior managers, which will directly impact on the reputation of the Council, NHS Lothian, Integrated Joint Board and other providers; compliance with statutory duties; the delivery of services within the budget; key priorities and business objectives; and key strategic planning priorities
- An appropriate degree or professional qualification, e.g. Social Work, Occupational Therapy or similar qualifications in community work, nursing, teaching or a social science qualification or substantial experience of working in an operational setting involved in the support of vulnerable

children and young people in addition to a demonstrated competence in the development of contractual arrangements.

- A management or business or planning qualification is desirable
- A recognised Project management accreditation is desirable
- Sound knowledge and understanding of legislation and national policy affecting communities and families and the wider community planning context within which these services operate and understanding of the contribution of the voluntary and private sector.
- Highly developed communication skills with an ability to research specific issues, produce briefing notes and other background information to inform decision making and planning and provide expert advice in various formats to a range of individuals and agencies
- Ability to develop policies, strategies, strategic plans and action plans.

ENVIRONMENT

- Manage own time to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office based activities but will also visit projects involving children, young people and adults.
- Expected to be responsive and flexible to a varied workload with competing deadlines. This will include working closely with complex, multi-agency and multi-disciplinary services and managing the differing ways of working and expectations.
- There will be occasions where they will be expected to develop a degree of expertise in areas that are new to them to support others to deliver on high priority tasks.
- Expected to work in an office environment and will be required to lead or support complex pieces of work involving a wide range of stakeholders with differing expectations. Some of this work linked to the strategic partnerships may be high profile and politically sensitive and will involve working with partners who may have differing perspectives and priorities. Required to communicate decisions about contracts, including extensions or terminations, which may cause distress to other managers, staff and service users They will also need to manage the exceptions of service users and service providers in relation to the design and development of services.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- There is typically no management or supervision of staff required in the role however they will on a regular basis be expected to lead working groups and manage projects, which may involve matrix management, directing, monitoring and managing the activities of others, including staff who may be seconded to work on specific projects.

RESOURCES

- The post will have shared responsibility for the security and maintenance of council wide information systems.
- The post will be required to monitor expenditure of budgets linked to projects, programmes or strategic partnerships and sub-groups that they are leading or supporting and ensure that these operate within budget.

HEALTH AND SAFETY

- The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

- If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.