

Recruitment person specification

Post being recruited for: Senior Strategic Planning and Commissioning Officer

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable
Experience	Significant experience of leading and managing complex projects within the Public, Voluntary or Private Sector. Experience of successful partnership working and networking with key stakeholders, e.g. schools, voluntary sector, service users, organisations, communities, Government and other public agencies. Experience of service planning and service development, including improvement, redesign, strategic and action plans as well as service specifications. Experience of Contract and Grant management including an ability to analyse and present complex information in a range of formats. Significant experience of leadership and people management, including matrix management arrangements and cross-functional teams. Experience of data recording and management in strict compliance with data protection legislation. Significant experience of risk management to identify, assess, prioritize, and treat risks within Council risk appetite.	Direct experience of working with or within the voluntary sector. Direct experience of working in other Local Government departments or statutory bodies. Experience of strategic engagement with senior stakeholders across Children, Education and Communities Directorate.

Knowledge, skills and understanding	Ability to understand and respond effectively to the complex and changing legal, policy and delivery environment and provide professional advice and leadership on all areas of commissioning and contract and grant management. Knowledge of legislation and national policy environment affecting the delivery of children, young people services and wider Education agenda and drivers set by Scottish Government and Education Scotland. Highly developed communication skills including oral and written professional reporting for various forums e.g. Council Committees. Business and commercial acumen to support strategic delivery of professional and support services, including ability to interpret and understand complex financial and budgetary information. Strong attention to detail in contributing to the achievement of medium and long-term financial planning and an ability to provide accurate reports and data analysis. using performance data to drive better strategic planning, efficiency, and value for money Deep understanding of the legislation, statutory requirements, policy and best practice in relation to Curriculum for Excellence, child protection, safeguarding, and corporate parenting responsibilities. Understanding of strategic connections across all Children, Education and Communities directorate funding streams. Ability to confidently deliver professional advice to senior officers and Elected Members Advanced IT knowledge and experience in use of Microsoft Word, Excel, Teams and PowerPoint.	Ability to make complex judgments regarding commissioning within a variety of contexts, pressures and limitations. Ability to negotiate and broker favourable services and terms for the Council to achieve best value. Capability to rigorously audit commissioned providers, evaluate delivery performance, and safely handle decommissioning or contract terminations where required
Qualifications and training	Relevant degree level or equivalent qualification in social work, health, education, social science or similar. <i>Other qualifications may be accepted where the post holder can demonstrate extensive relevant experience, and the ability to perform the tasks associated with the post at an acceptable level.</i>	Chartered Institute of Procurement and Supply membership.

Job specific requirements	A commitment to ensure that the needs of children, young people and families remain paramount. Ability to demonstrate trauma-informed approach to practice. The ability to work collaboratively as a member of a team. Recognise and work within professional boundaries. Ability to maintain focus on achieving effective delivery of services at a time of significant change and financial challenges. A willingness to learn and a commitment to continuous professional development. Work within environments with conflict and respond appropriately.	Committed to keeping The Promise
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