

<b>Job Title:</b> Head of Service –Commissioning and Provider Hub		<b>Service area:</b> Resources	
<b>Post No.</b>	<b>Grade</b> Hay Grade 1 – SM1	<b>Team: Strategic Commissioning &amp; Provider Services</b>	<b>Location:</b> Oldbury
<b>Responsible to</b> Director of Resources	<b>Contacts</b> Trust Board Councillors Strategic Partners Providers Commissioners Foster Carers	<b>Persons responsible for:</b> Commissioning & Home finding Team Project Teams as required Providers Services (once established including being the Responsible Individual for the Independent Fostering Agency) Special conditions Care Entitlement: None	
<b>Working hours</b> 37 per week		<b>Approver:</b> I-procurement Order and Approve	
		<b>Conditions of Service</b> NJC	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

### Job Summary

To lead the Trust's Internal Fostering Agency, strategic commissioning, direct services and home finding (placements) functions.

### Job Purpose

To have overall responsibility for developing and implementing a successful sufficiency strategy and leading the development and delivery of a coherent, outcome-focused commissioning strategy.

To have overall responsibility for developing, implementing and monitoring commissioning strategies.

To support the strategy that sets out the needs of children in Sandwell that require targeted and/or statutory social care interventions.

To ensure that the direction of the Trust's commissioning of children and young people's services is well-defined, rooted in excellent business intelligence, outcome-focused, and reflected in effective policy, planning and delivery.

To work alongside the Director of Resources and Director of Operations and be accountable for the successful delivery of associated projects/programmes of work that seek to reshape the provision of care market.

To lead on the development of a commissioner / provider hub that enables the development of services that meets the needs of children and young people including the development of the Independent Fostering Agency

To review and analyse service areas to inform commissioning activity and/or any innovative changes across the Trust that improve services to children and families.

To be the directorate lead in the production of joint investment and commissioning plans to ensure that they fully reflect priorities, and to ensure that sufficient resources are in place for the delivery of plans, including creating and taking opportunities to gain external funding.

To lead on market engagement and specification development to ensure that all commissioning activity meets the needs of children and young people.

To take an evidence-based approach to inform commissioning intentions by analysing service specific performance data and/or qualitative information.

To research models of best practice to shape innovation, especially in collaboration or partnerships where greater integration can reduce duplication and improve efficiency and outcomes

To have overall responsibility for the home finding service ensuring that children's needs are met by working alongside the Operational Service

To provide information and advice to the Trust Board and Executive Management Team.

To be the Responsible Individual for the Trust's Independent Fostering Service, including line management for the Registered Manager.

To manage the Trust's Hollies Family Time Centre

### **Corporate Responsibilities**

To promote and maintain the highest levels of management through the introduction of performance management which ensures accountability and responsibility are pushed down the organisation to encourage commitment and enhance job satisfaction.

To actively participate in Trust and partnership working groups bringing individual expertise and a commitment to work with other services to achieve the Trust's Transformation Plan and Medium-Term Financial Plan.

To manage budgets allocated to the post in accordance with the agreed priorities, financial regulations, and accounting instructions.

To act as an exemplar of Sandwell Children's Trust ethos and purpose.

### **Specific Responsibilities**

To be an advisor to the Trust, Trust Board and partners on all matters relating to innovation and commissioning and sufficiency including service provision within the area of responsibility including the preparation and presentation of reports.

To develop and have responsibility for implementing the Trust's Sufficiency Strategy and implement innovative models of care provision for children and young people either directly or through block/spot contracts.

To develop the commissioner / provider hub taking an integrated approach to planning, procuring, or delivering services directly to support the children that we care for including the Independent Fostering Agency

To ensure that the Registered Manager of the Fostering Service maintains the service in accordance with the Fostering Regulations (2011) and National Minimum Standards for Fostering

To support the Director of Resources by ensuring effective and consistent governance of the programme of major re-commissions, develop and review procurement strategy and evaluation criteria and consider how costs / efficiencies can be achieved via the commission – including savings targets.

To work closely with the Executive Management Team in establishing, agreeing, and monitoring targets for service delivery and management performance for the service.

To oversee activity that supports the delivery of Trust's Transformation Plan focusing on placement availability whilst implementing activity that reduces the costs of care.

To provide expertise to implement a programme of transformation and efficiency linked to placements for children and young people.

To analyse data and review the impact of service delivery to inform recommendations and future commissioning intentions of both internal and external services.

To be responsible for ensuring best value which demonstrates continuous improvement and excellence of service.

To develop policies which actively communicate and consult with service users, clients, and employees.

To be responsible for the efficient utilisation of resources within the service, to include the implementation of the Trust's policies and procedures relating to employment and relevant legislation.

To ensure financial control of all sections of the service under the control of the post holder.

To represent the Trust on external bodies, agencies, and other working groups.

To maintain reasonable outside professional and institutional contacts so that the Trust may benefit from exchange of knowledge / experience and to facilitate bench marking of services.

To actively monitor and promote Health and Safety across the area of responsibility.

To undertake such other duties as may be appropriate to achieve the objectives of the post or to assist the Trust in the fulfilment of its objectives commensurate with the postholder's salary, grade, abilities, and aptitudes.