

Job Title	Head of Service – Strategic Commissioning & Provider Services			Directorate	Resources
JE Reference No:		Grade	Hay 1	Team	Strategic Commissioning & Provider Services
Completed By				Date of Issue	April 2025

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together, the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			

<p>What does the job require in the way of: -</p> <p>Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. (Consider carefully whether these are necessary).</p>	<p>A degree level qualification in an area relevant to the role.</p> <p>Recent and relevant strategic commissioning and HomeFinding experience of working within a children's services environment.</p> <p>A recognised management qualification or evidence of continued management development at a senior level.</p> <p>Evidence of continuing professional development in an area related to commissioning to improve children's safeguarding and wellbeing.</p> <p>Confident in negotiations internally and externally including private sector providers and in ensuring individual contracts are robust and regularly reviewed for value for money.</p> <p>A good understanding of outcomes based commissioning aligned to a clear needs assessment/sufficiency and substantial knowledge and skills as an "end to end" senior commissioner with a strong track record in the delivery of complex commissioning projects.</p> <p>Knowledge of developments impacting on the functions of local authorities/Trust related to children's safeguarding and wellbeing, and of their inter-relationships between agencies.</p> <p>Knowledge of current relevant legislation and statutory duties, responsibilities, and best practice in the fields of children's services.</p> <p>Knowledge of relevant Fostering regulations and National Minimum standards to be able to offer management support to the Registered manager for the IFA</p>	<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p>
<p>2. Experience</p>		

<p>What does the job require in the way of: -</p> <p>Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>Proven experience of creating and sustaining successful partnerships that have delivered tangible improvement in outcomes for children, young people and families through the commissioning of placements on a partnership basis either directly or through block or spot contracts.</p> <p>Experience of contracting and performance monitoring of services for children and families in a safeguarding context.</p> <p>Experience of effective financial management and budget planning in a children's services environment.</p> <p>Experience of effective programme management ensuring stronger planning strategically and at an individual case level with key partners including Health and Education.</p> <p>Substantial successful experience of joint collaborative working with professionals from a range of agencies, including co-ordinating inputs from a range of professional sources to secure strategic priorities.</p> <p>Proven experience of reviewing and developing services, sufficiency strategies, procedures and practice in a children's services context, both pro-actively and in response to change.</p> <p>Proven experience of developing and implementing strategies to ensure equality of opportunity and the provision of culturally appropriate services that tackle inequality in outcomes.</p> <p>Proven experience of working with internal and external Fostering Services to build sufficiency and high quality services.</p>	<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
3. Training		

<p>What does the job require in the way of: -</p> <p>Specific and/or specialist training to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<p>Training / professional development within commissioning and contract management</p> <p>Training and development alongside the IFA to ensure that the service meets regulatory standards.</p>		<p>Past training history from application form and records.</p> <p>Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
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4. Special Knowledge

<p>What special knowledge is required to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<p>Knowledge of relevant legislation and guidance which will impact on service delivery and development, with specific knowledge relating to the particular service.</p> <p>Understanding of processes of Service provision and delivery to meet assessed need. Corporate and Departmental Policies and Procedures.</p> <p>Awareness and experience of operating in a political environment.</p> <p>The post holder must possess a highly developed work ethic built upon key performance management principals.</p> <p>Experience of supporting Board and/or elected members at a very senior level including support and attendance at regional/national events.</p>		<p>Qualifications held and demonstration of knowledge at interview.</p>
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5. Circumstances (personal)

<p>What kind of personal circumstances are required to do the job properly?</p> <p>The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>Office based but with a requirement to travel to attend meetings, including public meetings. Occasional overnight stays.</p> <p>Flexible working.</p> <p>A degree of working out of normal hours is required.</p>		<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
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6. Disposition

<p>How far does the job require: -</p> <p>Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>Excellent communication, interpersonal and listening skills and ability to provide sound, professional advice with clear, cohesive, well presented arguments to support proposed viewpoints and recommendations.</p> <p>Empathy with the ambitions of and the challenges faced by current key leaders of service provision within the Trust.</p> <p>Strong commissioning skills with an ability to work collaboratively and strategically with partner organisations.</p> <p>Strong negotiating and influencing skills to bring about service development/performance improvement in services.</p> <p>Financial acumen and the ability to manage a programme of change linked to both improving outcomes for families and young people whilst also achieving budget targets.</p> <p>A focus on partnership and a track record of creating and sustaining successful partnership working.</p> <p>Able to prepare clear concise written and verbal reports for a range of audiences.</p> <p>Able to analyse and interpret financial and performance reports to inform selection of appropriate commissioning and procurement options.</p> <p>Self-sufficient in the use of IT – Word, Excel, Powerpoint and the Internet.</p> <p>Excellent understanding of equality issues and the role that commissioning and procurement can play in supporting wider agendas</p> <p>Ability to work as a self-starter and to work in a team.</p>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>
8. Practical and Intellectual Skills		

<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<p>It is essential for this post holder to continuously explore the implications for change within all its service areas and to support in the development and implementation of a wide range of Strategies and Action Plans.</p> <p>The post holder will need to be able to resolve highly complex issues regarding national, corporate, directorate and practice related requirements.</p> <p>The post holder must be able to develop a Team of Senior Officers that not only direct services but are able to identify, plan and deliver on Corporate Priority areas with a one Trust approach.</p> <p>A significant part of the role is non-routine and innovative in nature. It regularly demands high quality responses on matters of significant potential impact to be produced at short notice.</p> <p>The post holder will need to be creative and innovative in managing the demanding workload both of this post and of the service to ensure optimum staff performance is achieved against a background of continuous change and development.</p> <p>Creating the linkages not only within the service area, but across services, the Trust and key stakeholders will require an imaginative approach.</p> <p>The post holder will need to instil within the workforce an innovative approach to problem solving and the interpretation of legislation</p> <p>The post holder will be undertaking significant partnership working and will need to be innovative in ensuring such "partnerships" remain relevant, vibrant and meet their goals and become time limited when necessary.</p>	<p>Performance in related selection process.</p>
8. Legal Requirements		

<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>	<p>In respect of the role of the Responsible Individual, The Fostering regulations state:-</p> <p>Ability to display (with specific reference to the Fostering Regulations 2011):- “(a)the person is of integrity and good character, (b)the person is physically and mentally fit to carry on the fostering agency (c)full and satisfactory information is available in relation to the person in respect of each of the matters specified in Schedule 1.”</p> <p>Schedule 1 (FR 2011) require:-</p> <p>“1. Proof of identity including a recent photograph.</p> <p>2. Either—</p> <p>(a)where the certificate is required for a purpose related to registration under Part 2 of the 2000 Act or the position falls within regulation 5A of the Police Act 1997 (Criminal Records) Regulations 2002 M1, an enhanced criminal record certificate issued under section 113B of the Police Act 1997 which includes suitability information relating to children (within the meaning of section 113BA(2) of that Act) M2, or</p> <p>(b)in any other case, a standard criminal record certificate issued under section 113A of the Police Act 1997</p> <p>3. Two written references, including a reference from the person's most recent employer, if any.</p> <p>4. Where a person has previously worked in a position whose duties involved work with children or vulnerable adults verification, so far as reasonably practicable, of the reason why the employment or position ended.</p> <p>5. Documentary evidence of any relevant qualification.</p> <p>6. A full employment history, together with a satisfactory written explanation of any gaps in employment.”</p>	<p>Application form and interview questioning and references.</p>
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THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check		Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check		
	c) Enhanced DBS with Children's Barring List Check		
	d) Enhanced DBS Check		
	e) Standard DBS Check		
	f) Basic Disclosure Check		
	Police Vetting Check		This check may also be required in addition to one from (a-f) above
	No Check Required		

10. Politically Restricted Post

Is this post a "politically restricted post"?	Yes	No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling		Prolonged standing or sitting	
Working at heights		Prolonged working with vibrating tools / machinery	
Working in confined spaces		Bending / Squatting / Kneeling	
Working outdoors		Manual cleaning /domestic duties	
Agricultural / gardening work		Food Handling	
Work requiring respirators or masks		Rotating shift work or night work	
Work requiring hearing protection		Driving Duties HGV / LGV/ Minibus / Passenger carrying	
Work with skin irritants / allergens / respiratory irritants/fine particles		Any other driving duties	
Significant use of computers		Using restraint	
Working with children or vulnerable adults		High mental stress content	
Permanent night work		Physical / sport / leisure duties	
Lone working		Regular walking on uneven ground	
Working with challenging behaviours			
Other main physical activities not listed above			

12. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.