

Job Description



Job Title: Education and Skills Commissioning Officer	Service Area: Education Access and Infrastructure	
Directorate: CYPS	Post Number: 29004	Evaluation Number: JE3660
Grade: PO2	Date last updated: April 2023	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To support the overall aims of the Education Access and Infrastructure Service in the development and commissioning of services on behalf of Newham Children and Young People's Services.

To play a key role in the development, implementation and coordination of specified programmes of work in the context of education (see below for specific responsibilities).

To ensure that key statutory partners and stakeholders are involved in the planning, development and commissioning of services and their successful implementation.

To undertake the compilation, analysis and presentation of data and information from a wide range of internal and external sources in order to assist the assessment of the market in Newham, and the strategic planning and commissioning of services.

To develop active and effective working relationships with providers and agencies delivering services, including schools/academies and other educational providers.

Job Context

1. This role is part of the Education Access and Infrastructure Service, which ensures that a range of services are in place to enable schools to function effectively for children and that every child can access a suitable education. Specific areas of responsibility for the team relevant to this post include:
 - a. Eat for Free, the council's free school meals offer
 - b. School support services (Professional Services traded with schools), including the Newham Connect portal
 - c. The Public and Union Duties scheme
2. The post holder will be part of the team managed by the Education Business Manager.
3. The post holder has no line management responsibility.
4. The post holder has no sole budget responsibility.
5. The post holder may be required to work some evenings in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all general responsibilities listed below:

1. To support the work of Commissioners in planning and commissioning of services and initiatives.
2. To develop commissioning related policies and documentation across the services.
3. To produce accurate and regular reports on performance, expenditure and any other matter as may be required for senior managers.

4. To work with other commissioners across the department to ensure that their investment is planned and commissioned consistently with Newham's strategic priorities for the service.
5. To play a lead role in ensuring that there is effective involvement of children, young people, parents, schools and other service providers and stakeholders in the development and commissioning of services.
6. To play a key role in working collaboratively with colleagues and other key stakeholders to develop commissioning intentions for, and obtain the approval of any relevant committee or Board which may be required.
7. To work collaboratively with partner organisations, local voluntary and community groups to identify inequalities and unmet need for children and young people in order to inform strategic plans.
8. To undertake needs assessments and the identification of areas for service re-organisation or development.
9. To develop, prepare, manage and monitor service level agreements and contracts with service providers.
10. To produce regular reports on service provision, expenditure and performance to the appropriate commissioning and transformation boards.
11. To carry out service reviews, either solely or in collaboration with other colleagues and agencies.
12. To play a key role in working with service providers to improve performance, including taking appropriate action if monitoring reports indicate that performance targets will not be met.
13. To produce reports on budgetary performance for the commissioning team.
14. To undertake such other duties commensurate with the grade and responsibilities of the post.

Specific responsibilities of the role, which may change depending on future priorities:

- **Manage the purchase of professional services** in collaboration with different teams within CYPS and more widely in the council, ensuring that Service Level agreements are up to date. Support teams with the promotion of their traded service offer via Newham Connect. This will also involve keeping an accurate record of school purchases ensuring that invoices are paid and services receive their income in line with the financial year.
- **Manage financial monitoring of free school meals (Eat for Free scheme and holiday food vouchers)**, working with schools to ensure accurate claims and forecasting.

- **Manage and coordinate the Council's Public and Union Duties scheme.** Carry out analysis using census data to ensure scheme is appropriately funded through both allocation from de-delegated funding and traded income from academies. This includes preparing reports for Schools Forum ensuring that members are presented with a number of options to ensure future viability.

Personal Specification



Job Title: Commissioning Officer	Service Area: Education Access and Infrastructure	
Directorate: CYPS	Post Number: 29004	Evaluation Number: JE3660
Grade: PO2	Date last updated: April 2023	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Good knowledge and understanding of the national priorities for education and skills and/or wider children's services	Application Form/Interview

Good working knowledge of commissioning and procuring public services	Application Form/Interview
Knowledge of the commissioning cycle	Application Form/Interview
QUALIFICATIONS:	
Educated to degree level, or equivalent level of work experience relevant or similar to the field	Application Form/Interview
EXPERIENCE:	
Experience of working in or with children and young people's services	Application Form/Interview
Exposure and involvement to a wider corporate agenda.	Application Form/Interview
Experience of contributing to strategic planning.	Application Form/Interview
Previous experience of working within a commissioning unit or function including effective organisation, planning and monitoring or delivery.	Application Form/Interview
Experience of working with multidisciplinary teams in changing and developing services.	Application Form/Interview
Experience of working collaboratively with stakeholders to achieve service improvement.	Application Form/Interview
Experience of developing networks internal and external to the organisation.	Application Form/Interview
Working with interest groups, facilitating a positive attitude towards service improvement amongst all parties.	Application Form/Interview
Experience of project management.	Application Form/Interview
Experience of analysing financial trends within a Directorate of a large	Application Form/Interview

<p>organisation – leading to financial improvement.</p>	
<p>SKILLS AND ABILITIES:</p> <p>Ability to communicate throughout all levels of an organisation, from junior staff to senior directors.</p> <p>Ability to simplify complex ideas & communicate them.</p> <p>Good written and verbal communication skills.</p> <p>Ability to organise tasks and workload independently and to demonstrate accountability in supervision.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Team player, with the ability to contribute towards the departments strategic objectives.</p> <p>Good interpersonal skills which are appropriate to working with schools and other stakeholders</p> <p>Confident, self motivated, with a high capacity of work</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to a DBS check.</p>	<p>Satisfactory clearance at conditional offer stage</p>