

## Role Profile

<b>Job Title:</b>	<b>SEND and AP Commissioner</b>
<b>Location:</b>	LBB Colindale Office
<b>Department:</b>	Commissioning
<b>Directorate:</b>	Communities, Adults and Health
<b>Grade:</b>	K
<b>Type of Working:</b>	Hybrid working – home working and Colindale offices
<b>Reports to:</b>	Head of Commissioning, Children and Families

### 1. Job Purpose:

The post holder will lead Barnet’s commissioning response to the DfE’s special educational needs and disabilities (SEND) and alternative provision (AP) reforms, which include national standards, strengthened multi agency working, improved transitions, and a three tier AP system.

They will work collaboratively across education, health and care partners through Barnet’s SEND & AP Strategic Partnership Board, promoting strong, transparent governance and shared accountability, to translate Barnet’s local vision - to ensure all children and young people with SEND can achieve their potential within an inclusive local area - into commissioning activity and market development plans.

Working collaboratively with partners across education, health, care, and parent/carer communities, the post holder will:

- Undertake robust assessments of local needs and sufficiency to understand what children and families require.
- Plan, design and commission high quality, person -centred SEND services — including alternative provision.
- Lead on improvement workstreams where appropriate.
- Develop and implement strategies and plans that reflect local needs and support Barnet’s priorities for children with SEND.
- Design and implement robust outcomes metrics to ensure commissioned services deliver effective outcomes, value for money and a consistently high standard of support.
- Lead development of the provider market, driving improvement and strengthening services and partnerships.

- Maintain oversight of services to ensure children, young people and families receive safe, timely and cost effective support.
- Use insight, data and evaluation to improve services and inform strategic decision making.
- Play a key role in delivering commissioning plans, business cases, reports and transformational projects that support the Council's ambitions for children and families.

## 2. Key accountabilities:

### Strategy, commissioning and policy development

- Work with the Head of Commissioning to develop the overall strategy for commissioning of SEND and AP services, based on the JSNA and input from public health and Barnet Education and Learning Service (BELS); in conjunction with the political and policy direction as determined by the council.
- Work with public health and information analysts to oversee the needs analysis required to support the development of commissioning strategies for children and young people with special educational needs and disabilities and ensure that the JSNA reflects the needs identified.
- Develop and implement effective models to ensure that children and young people, carers, partners and other stakeholders are involved in all aspects of the commissioning process for services.
- Contribute to the development of commissioning strategies to achieve the strategic outcomes of the Council.
- Lead the delivery and implementation of commissioning strategies, programmes and projects with a focus on the development of consistent practice, effectively working with a full range of stakeholder groups, and participating in the on-going analysis of the needs of children with special education needs and disabilities in Barnet.
- Provide the Head of Commissioning, Children and Families, the Director of Commissioning, and other senior leaders, with proactive support, advice and challenge; with a central role in ensuring strategy and service development is underpinned by a robust understanding of data (including financial, risk, and operational performance).
- Provide and receive highly complex, sensitive and contentious information, with the ability to analyse and present this information back to a wide range of stakeholders in a formal setting.
- Work and engage constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintains networks internally and externally, including national networks.
- Link with managers and members of other functions, to address inter-dependencies and ensure alignment.
- Work with the Head of Commissioning to apply a structured change management approach and methodology for the impact of any change
- Be responsible for a high standard of work supporting the delivery of projects on time, to quality standards and in a cost effective manner. Maintain the project initiation document and associated plans with regular team meetings to monitor progress and resources.
- Demonstrate effective stakeholder management across different departments and at all levels.
- Draft reports summarising status on issues, appraising outcomes, and providing progress reports for the Head of Commissioning.
- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases.
- Analyse, interpret and present data to highlight issues, risks and support decision making.
- Contribute to the strategic planning of team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Work in partnership with Barnet council directorates, BELS, providers, parents/carers and children and young people, the voluntary sector and the NHS to establish effective services and to re-design or decommission services that are not meeting expected outcomes.

- Chair and participate in working groups, task groups, management and other appropriate meetings, on behalf of different engagement forums, including taking on a 'Lead Officer' role within working groups.
- Keep abreast of policies / procedures / government guidance and legislation and understand how this relates to commissioning of SEND and AP.

### **Leadership and management**

- Lead and deliver a specific portfolio of projects and programmes and ensure timely delivery of these.
- Ensure the effective and efficient management of resources, including staff deployment and recommending future resource needs over the short to medium term.
- Lead and develop work planning for commissioning of projects and accept delegated responsibility for delivery of a shared work programme in respect to items that relate to relevant service user groups.
- Manage, analyse and interpret highly complex, sensitive and contentious information, and present such information to a wide range of stakeholders in a formal setting to highlight issues, risks and support decision making.
- Manage complex, conflicting priorities and tight deadlines across a varied workload for different areas.

### **3. Financial Responsibilities:**

- Support the Head of Commissioning in managing the service budget.
- Act in a way that is compliant with the Schemes of Delegation and the levels of authorisation set out in the council's Contract Procedure Rules regarding contracts and variations.
- Ensure adherence to the budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.

### **4. Health and Safety Responsibilities**

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health, and wellbeing

### **5. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

**Caring / Learning to Improve / Inclusive / Collaboration**

### **6. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

### **7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Educated to degree level or equivalent by experience within a commissioning environment	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
Experience of working in a commissioning environment.	Essential	Application/Interview
A good knowledge of the commissioning principles, processes and procedures.	Essential	Application/Interview
Experience of commissioning SEND provision for children	Essential	Application/Interview
Knowledge of specific government regulations, policies and legislation affecting current and future commissioning of local SEND services	Essential	Application/Interview
Good knowledge of policy development and implementation.	Essential	Application/Interview
Good understanding of developing and delivering services which are effective at meeting resident needs and are cost efficient.	Essential	Application/Interview
Experience of identifying and interpreting national policy	Desirable	Application/Interview
Experience of researching best practice (global, private and public sector), interpreting its relevance and	Desirable	Application/Interview

processes/practices which could be implemented successfully to achieve system reform		
Strong project management skills and experience	Essential	Application/Interview
Understanding of local authorities and the context in which they operate.	Essential	Application/Interview
Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects	Desirable	Application/Interview
Able to fully utilise standard Microsoft Office products	Essential	Application/Interview
Proven experience and understanding of constructing well structured, clear and concise briefing papers and reports.	Essential	Application/Interview
Extensive knowledge, experience and understanding of undertaking research and delivering highly valued and relevant reports and recommendations.	Desirable	Application/Interview
Ability to work with a range of strategic partners. Delivers professional presentations to internal and external groups	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Highly developed problem solving and analytical skills.	Desirable	Application/Interview
Highly numerate with practical knowledge of basic statistical techniques and reporting.	Desirable	Application/Interview
Ability to interpret a range of policy documentation in order to produce findings, identify cross cutting issues.	Essential	Application/Interview
Proven record of achievement in delivering logical and effective decision making, high quality, accurate and timely work	Essential	Application/Interview
Ability to manage a complex workload and meet tight timescales.	Essential	Application/Interview
Ability to work as part of a virtual team across sectors and boundaries	Essential	Application/Interview
Identifies opportunities for co-operation and interdependency across groups	Desirable	Application/Interview
A clear understanding of the priorities of other key partners such as the voluntary and community sector.	Essential	Application/Interview

Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders, developing a positive personal and organisational profile and building partnerships.	Essential/	Application/Interview
Problem solving skills and ability to respond to sudden unexpected demands.	Essential	Application/Interview
Ability to analyse complex facts and situations and develop a range of options.	Essential	Application/Interview
Takes decisions on difficult and contentious issues where there may be a number of courses of action.	Desirable	Application/Interview
Strategic thinking – ability to anticipate and resolve problems before they arise.	Essential	Application/Interview
Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.	Essential	Application/Interview
Able to prioritise own work effectively and be able to direct activities of others.	Essential	Application/Interview
Able to use initiative to decide relevant actions and make recommendations to Sponsor/ Manager, with the aim of improving deliverables and compliance to policies.	Essential	Application/Interview
Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales.	Desirable	Application/Interview
The ability to distil complex policy initiatives into simple concepts to be shared with a variety of audiences.	Essential	Application/Interview
Ability to work effectively in a political environment and establish positive relationships with senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust	Essential	Application/Interview
Able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.	Desirable	Application/Interview

Abilities to negotiate on difficult and controversial issues including performance and change. Ability to deal with potentially aggressive/antagonistic situations.	Desirable	Application/Interview
Lead as required and provide support for development of projects and provide high quality advice on business development based on research.	Desirable	Application/Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
<b>Collaborative</b>		

Caring for **people**, our **places** and the **planet**

<p>One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others</p>	<p>Essential</p>	<p>Application/Interview</p>
<p>Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet</p>	<p>Essential</p>	<p>Application/Interview</p>
<p>Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards</p>	<p>Essential</p>	<p>Application/Interview</p>