

LONDON BOROUGH OF MERTON**CHILDREN, LIFELONG LEARNING AND FAMILIES DIRECTORATE****JOB DESCRIPTION**

POST TITLE: Director of Strategy Commissioning and Partnerships

Grade: MG5

DIVISION/SECTION: Strategy, Commissioning and Partnerships

Location: Civic Centre, Morden

Responsible to: Executive Director Children, Lifelong Learning and Families

Responsible for: Teams covering Policy and Performance and Parentships including inspection preparation support and organisation, Merton Safeguarding Childrens Partnership Business Support Team, Commissioning for CLLF, Contracts and School Organisation including the PFI, School Place Planning and Admissions and capital strategy and project delivery, SEND transport and to be the department lead for statutory reporting, the councils Safety Valve plan and integrated work with health

Post number:

Date: January 2024

1. MAIN PURPOSE

- On behalf of the Executive Director, Children, Lifelong Learning and Families (statutory DCS) to be the strategic lead for overall policy, strategy, partnerships, commissioning and transformation for the Directorate ensuring the effective delivery of all operational services under your line management and supporting delivery of the LSP's and Council's strategic plans and priorities; Merton's CYP Plan; Safeguarding Partnership Business Plan; and council and departmental and service business plans.
- To ensure oversight of reporting and monitoring of the Council's Safety Valve Plan and lead for CLLF on all the statutory reporting and inspection planning for all statutory returns and inspection frameworks

- To develop and deliver joint working with health, including the Integrated Care Board and health providers; and to be the department's lead contact with health partners.

2. MAIN DUTIES AND RESPONSIBILITIES

- (i) Provide professional leadership for the development and monitoring of the departments policies, strategies, partnerships, commissioning and transformation ensuring that the Council's statutory duties across the range of services provided in CLLF are effectively met.
- (ii) Ensure a culture of continuous improvement across the multi-agency and safeguarding partners in relation to all areas under your professional leadership and portfolio.
- (iii) Ensure that the Council, and partners are compliant with all statutory requirements and receive appropriate advice and relevant guidance relating to all matters as appropriate to the portfolio ensuring that CLLF is able to monitor and report on its performance including timely statutory returns and effective statutory inspection preparation and planning.
- (iv) Lead on CLLF commissioning, procurement and contract management to ensure compliance with corporate procedures, best value and effective services for children and families.
- (v) Lead on the reporting and monitoring of the Council's Safety Valve Plan in partnership with the AD for Education and Early Help.
- (vi) Lead on all commissioning for CLLF including joint commissioning across other parts of the Council and with partners including health. Lead on the development and delivery of an annual commissioning and procurement plan for the department, ensuring service users and parent/carer involvement in service design and specification and that appropriate reviews, contract monitoring, and quality assurance of commissioned services is undertaken.
- (vii) Lead for CLLF on resource planning including budget planning and setting, saving and growth submissions, financial monitoring and reporting and workforce planning (in collaboration with the other Directors in CLLF), Ensuring resources are deployed effectively and the divisional budget, overall, is kept within balance in order to meet the Council's visions, aims and priorities.

3. DIRECTOR – KEY ACCOUNTABILITIES

- Role model the values and behaviours of the organisation and be an ambassador for and represent the Council at all times: [Work for Merton \[DRAFT\] : Values | Merton Council](#)
- Ensure services have operational plans in place to deliver the Council Plan on time and to budget.
- Work collaboratively across all service areas with other senior managers (including partner organisations) to deliver services and generate efficiencies.
- Ensure the service areas you manage are fully compliant with all existing or new legislation and other statutory requirements.
- Ensure effective performance management is in place, and that any remedial action is taken promptly.
- Manage your teams effectively, ensuring individuals are well-supported, diversity is encouraged and performance is monitored.
- Ensure at all times that a corporate view is adopted and that complaints (both internal and external) are dealt with promptly and effectively.
- Be responsible for equality in service delivery and employment, and work within relevant legislation carrying out Equality Impact Assessments where necessary.
- Ensure that strategic and operational risks are considered and that appropriate actions and reporting are put into place to manage these.
- Attend emergency planning training, be familiar with the London Borough of Merton Emergency Plan and your role during an incident. This may involve receiving notification out of hours and to respond positively to these calls.
- Required to take part in the emergency rota and participate in elections.
- Deputise for the Director and represent the Directorate as required on corporate and external activities and groups.

4. PERSON SPECIFICATION

Knowledge

- An in-depth, practical knowledge of legislation and national and local policy, particularly in relation to the agenda for the closer integration of local authority and NHS commissioning of education, health and social care services.
- Understanding of decision making, human and financial resource management in a public sector environment.
- Expert knowledge of all aspects of the commissioning cycle, including a thorough awareness and understanding of widely recognised best practice.
- A thorough understanding of demographic profiling, health inequalities, and health and social care issues in a diverse community and a commitment to adhere to and promote equalities legislation and local policy.

Skills

- Strategic thinker with proven high-level leadership skills and an ability to set a clear direction of travel within a complex and challenging environment with multiple stakeholders whose priorities may not necessarily align.
- Strategic financial management skills, including financial planning, business case development, capital programming and budget monitoring.
- Interpersonal ability to work across professional and organisational boundaries within and outside the Council with the skills to take a partnership approach.
- Outstanding influencing and negotiating skills, underpinned by in depth knowledge of different stakeholder interests and organisational cultures, with an ability to develop and maintain credibility and confidence of colleagues.
- Strongly developed oral and written communication skills with the ability to manage and communicate very complex, highly sensitive, and highly contentious information in a clear and compelling way to different audiences.

Experience/Training

- Substantial experience at a senior management level in education and/or social care which has included complex, difficult, and challenging decision-making and working within the statutory framework for health and social care services.
- Demonstrated experienced of leadership, which has included directing services and multi-disciplinary teams through times of change and ambiguity.

- Demonstrated experience of the successful delivery of major transformational change programmes and associated projects within a similar environment.
- Substantial experience of inter-agency and collaborative working across organisational boundaries at all levels and with different professional groups.
- Substantial commissioning experience, which has included developing strategic priorities, designing and delivering services aligned to those priorities, collaborating with partners and service users to deliver the best outcomes, and evaluating from outcomes to continuously improve the delivery of services.
- Demonstrated experience of budget setting and managing large budgets and resources, including joint commissioning or shared budgets.
- A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues to achieve the organisation's corporate and service objectives.
- Professional qualification in education, health, social care, or commissioning, or substantial relevant experience in these areas.

Special Requirements

- Postholder will be expected to be part of the Council's emergency planning Silver response rota, which involves being on call some evenings and weekends.
- Experience working with and influencing senior stakeholders in both the public and private sector, particularly building relationships with elected members and supporting the voluntary sector.
- Demonstrable experience of strategic and innovative thinking with a proven track record of delivering results against tight deadlines and stretching targets.
- Ability to lead a disparate range of services, supporting both strategic and front-facing teams effectively.