

Contracts and Placement Manager (Tier 4)

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| Department | Children, Young People, Education and Skills (CYPES) | |
| Division | Integrated Services and Commissioning | |
| Reports to | Head of Commissioning | |
| JE Ref | CYP1057 | |
| Grade: | CS11 | JE Date: 10/1/2022 |

Job purpose

Reporting to the Head of Commissioning, the Contracts and Placements Manager will develop and implement a successful portfolio of contracts for individual placements both in Jersey and in other jurisdictions, and lead on the commissioning of new children and young people services focusing on quality and ongoing performance management that meet the needs of Islanders. (Annual contract value £4m)

To lead the negotiation and development of contracts with providers across the education, health, and care system, ensuring that services deliver positive outcomes and value for money, and adjusting services as necessary.

Job specific outcomes

1. Lead the development of the department's commissioning management processes in order to deliver contracted and commissioned services that support the department's commissioning strategy and are safe, sustainable, affordable and effective.
2. Lead the development of internal processes to support the procurement of services and placements for children and young people, aiming to create an equitable, standardised resource allocation pathway.
3. Support the department to ensure the CYPES workforce has the specialist and technical knowledge of commissioning and contract management and is up to date with relevant legislation, regulation, policies, and protocols that will underpin commissioned services.
4. Support the department to be compliant with commissioning frameworks.
5. Lead contract discussions with providers both on and off island, to ensure that services can be procured and delivered to agreed time, cost and quality constraints and ensure that service improvement is an integral element of commissioned services.
6. Describe complex service and individual placement needs, record these in service specifications that stand up to scrutiny, and direct tender processes that comply with organisational policies.

7. Develop approved provider frameworks for both individual and groups of children, young people and families, working closely with Commercial Services.
8. Develop and monitor suitable outcome measures and performance management frameworks for contracts so that commissioned services deliver departmental and Government-wide objectives.
9. Review, reports and makes recommendations about provider performance and service improvements in order to ensure that services are delivering the right outcomes and value for money.
10. Act as the subject matter expert within CYPES for contract management and provides technical advice in order to support senior stakeholders across the whole education, health and care system in developing effective contractual agreements.
11. Coach, mentor (and where appropriate provides line management of) other members of the Commissioning Team as well as other CYPES stakeholders to develop their own capabilities in contract management and commissioning processes to ensure effective procurement and management of external providers.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| Qualifications | Educated to degree level in a subject with a strong English, legal and/or analytical background, or demonstrate such a level of equivalent qualifications and/or experience | Project management qualification, such as PRINCE 2 or similar |
| Knowledge | <p>Understanding of public sector modernisation and improvement</p> <p>Evidence of supporting change in a public setting</p> <p>Strong working knowledge and direct experience of education, health and care commissioning and contracting and the operational mechanisms that underpin them</p> | <p>Knowledge of Government of Jersey financial processes and experience of managing budgets</p> <p>Understanding of CYPES departmental and organisational strategic objectives</p> |
| Technical / Work-based Skills | <p>Numerical skills and the ability to produce accurate management information</p> <p>Excellent project management and planning skills.</p> <p>Contract and financial management, planning and reporting skills.</p> <p>Ability to manage performance and adequately assess and manage risk.</p> <p>Knowledge of software packages such as Microsoft Office.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> | <p>Ability to interpret local and national policy and guidelines</p> <p>A full driving licence for travel to and from meetings with external partners, where necessary</p> |
| General Skills/Attributes | <p>Excellent oral communication to negotiate, liaise with, persuade and influence senior stakeholders and those at all levels</p> <p>Diplomatic and ability to handle and control difficult situations.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks</p> | |

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| | Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations. | |
| Experience | Recent experience in commissioning, service redesign or contracts management for education, health and care services | |

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.