

PERSON SPECIFICATION

Commissioning Officer SEND

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- Education to degree level or equivalent in a relevant professional field

Desirable:

- Project Management Qualification
- Relevant commissioning qualification

Experience and knowledge

Method of Assessment – D, I

Essential:

- Extensive experience of delivering successful outcomes and supporting organisational change, influencing, building and changing relationships in order to achieve results
- Understanding the challenges and the changes relating to Children's, Education, Health and Social care
- Detailed knowledge of commissioning and procurement practice and the commissioning cycle.



- Successful track record of developing and implementing change at an operational and strategic level, especially with external partners
- Able to evidence experience of managing project teams
- Demonstrable experience of working with others at a strategic and/or operational e.g. staff and colleagues, external agencies, voluntary sector and service users.
- Knowledge and experience of the Special Educational Needs and Disabilities sector, in particular developments within SEND Statutory legislation and reforms.
- Ability to collate, analyse and interpret information from a range of sources, including performance data, needs analysis, family feedback and market intelligence, to inform commissioning decisions and drive service improvement.
- Evidence of continuous professional development relevant to children's services, SEND, commissioning, partnership working or service transformation.

Desirable:

- Experience of working within or alongside children's services, education, health or social care, with an understanding of the needs of children, young people and families.
- Experience of leading commissioning activity, service redesign, market development or transformation programmes within a multi-agency environment.
- Experience of engaging with children, young people, parents, carers and providers to inform service development and improve outcomes.
- Experience of supporting the development and implementation of new systems, pathways, frameworks or processes to improve access, quality and value for money.
- Experience of contributing to performance improvement, quality assurance or governance arrangements.

Specialist skills and abilities

Method of Assessment – D,I

Essential:

- Strong written and oral communication skills, including the ability to produce clear reports, briefing notes and presentations for a range of audiences.
- Effective organisational and project management skills, with the ability to manage competing priorities and deliver work to agreed deadlines.
- Ability to interpret and present complex and sensitive information, including SEND data, performance information, sufficiency evidence and feedback from children, young people and families.



- Ability to plan and facilitate engagement activity, workshops, provider events and multi-agency meetings to support effective commissioning.
- Ability to build productive relationships with internal teams, providers, schools, health partners, parent carer representatives and other stakeholders.

Desirable:

- Ability to contribute to the development of SEND commissioning strategies, policies, practice guidance and procedures in line with local priorities and statutory duties.

Personal skills and attributes

Method of Assessment – ***D,I***

Essential:

- Flexible, adaptable and responsive to change, with a positive approach to service transformation and continuous improvement.
- Ability to work on own initiative, take responsibility for defined areas of work and contribute effectively to wider team objectives.
- Excellent interpersonal skills, with the ability to foster collaborative working relationships across children's services, education, health, social care and the provider market.
- Ability to engage confidently and sensitively with people at all levels, including children, young people, parents, carers, providers and senior leaders.
- Able to communicate effectively, use sound judgement and work constructively as part of a team to support improved outcomes for children and young people with SEND.

Decision making impact and innovation

Method of Assessment – ***D,I***

Essential:

- Ability to manage a varied workload, prioritise effectively and use negotiation, problem-solving and relationship-building skills to support commissioning activity.
- Ability to produce reports and recommendations that inform commissioning decisions, support governance arrangements and evidence the impact of agreed changes.



- Ability to use evidence, professional judgement and stakeholder insight to support innovative ways of working that improve access, quality, outcomes and value for money across SEND services.

Special working conditions

Method of Assessment – *D,I*

Essential:

- Ability to work flexibly, including from home on a regular basis, with the requirement to attend the primary work base, meetings, provider visits or engagement activity as required.
- During a pandemic, epidemic, major incident or emergency, you may be asked to work from home or another location and, on occasion, to undertake duties not stated in the job description or person specification where there is a skill, competency and experience match.

