SENAR Commissioning & Finance Officer

£25,694 - £32,164

Lancaster Circus

Working 36.5 hours. SENAR provides the local authority's statutory duty to assess children and young people with complex education needs.

As a result of the SEND reforms, which took effect 1st September 2014, SENAR has restructured and expanded its team.

This is an opportunity to join the service at an exciting time where we build upon existing good practice as well as developing new initiatives.

As part of the SEND finance and commissioning team within SENAR you will support the financial management and quality assurance developments and directly line manage Support Officers.

You must have a thorough awareness and understanding of financial processes, data processing and analytical interpretation.

For any informal enquiries contact Daniella Gilligan-King on 07912794375 or email daniella.gilligan-king@birmingham.gov.uk

Ref: CN3212016J

Closing Date: 09 September 2016

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
People’s Directorate - Job Description

Post: SENAR Commissioning and Finance Officer
Salary/Grade: GR4
Division: Complex Needs – SENAR

Our Vision
Birmingham City Council and Directorate for People aim to improve the quality of life for the children and young people of Birmingham today, tomorrow and always
“Every child and young person with additional and special educational needs or disability will have a great life in their local community, with the same life opportunities as those available for the wider population. We want them to fulfil their potential and to move successfully into adulthood.”
SENAR Commissioning Vision

- Outcome-focused and evidence based commissioning
- Enabling and preventative-focused commissioning
- Commissioning for personalisation, putting children and young people first
- Market intelligence and understanding of future need/market development
- SENAR commissioning cycle and annual activity plan aligned with social care and health partners
- Robust contract management and supplier relationship management
- Providing value for money and affordability into the future
- Quality assured provision
- Sustainable local provision providing greater choice and control for parents, children and young people
- Collaboration with partners with a focus on social care and health
- Opportunities for learning and innovation within Birmingham SEND market (allowing proportionate risk, managed safely)
- Being provider neutral

Post Context
This role will focus on supporting the delivery of a set of agreed commissioning intentions, undertaking operational or strategic activities under the ‘Analyze’ ‘Plan’ and ‘Do’ and ‘Review’ functions of the commissioning cycle. The post holder will support senior officers in ensuring the services commissioned deliver improved outcomes for children, young people and their families/carers, are of an appropriate standard and comply with regulation. Post holder will contribute to the day to day finance and contract operations for SENAR, ensuring financial and contractual regulations and policies are adhered to. Post holder’s will support the strategic commissioning senior officers in undertaking quality assurance and contract management duties.
1. **Job Purpose**

1.1 To support senior officers in commissioning, contract and finance monitoring, policy and planning activity across SEN function to agreed standards and timescales.

2. **Duties and Responsibilities**

2.1 To work in accordance with the business and team plans.

2.2 To provide timely and accurate financial information on a functional or service area within pre-determined timescales.

2.3 To be compliant with BCC and Directorate (Accounting and Financial) policies and procedures.

2.4 To support requests for information by assisting Senior Officers producing or analysing data and presenting materials in a variety of formats.

2.5 To maintain financial records including approvals and invoicing as well as database management systems ensuring accuracy and data integrity is secured at all times.

2.6 To produce, interpret and analyse information relating to the financial and function of the service or business area.

2.7 To analyse data to forecast trends and patterns and to fund and commission placements.

2.8 To assist with the arrangements for SEN funding including the allocation of special needs funding to schools, personal budgets to parents, carers and students as well as financial control of funding in external and extra district places.

2.9 To track and monitor the ‘real time’ movement of pupils and students and transfer ‘top-up’ payments as and when required.

2.10 To communicate with and support customers, internal and external.

2.11 To broker the placement costs of the higher needs pupils and students and undertake appropriate contract management duties.

2.12 To assist in reviewing at least annually the places purchased in all specialist providers to ensure that the block allocation accurately reflects need.

**Equality and Diversity**

2.13 Adhere to and implement the City Council’s policy on Equality of Opportunity and be aware of equality and diversity issues in day-to-day service delivery.

**Supervision Received**

**Supervising Officer Job Title**
Senior Commissioning Officer

**Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

Grade 3 Commissioning Support Officer

5. **Special Conditions**
   - This vacancy is exempt from the Rehabilitation of Offenders Act
   - A DBS check may be undertaken
   - Observance of the City Council’s Equal Opportunities Policy will be required.
**Directorate for People**

**Person Specification**

**Job Title:** Commissioning & Finance Officer  
**Grade:** GR4

**Division:** Complex Needs  
**Section:** SENAR

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. - Test or Exercise; C. – Certificate; P. – Presentation.

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| **Experience** (Relevant work and other experience) | 1. Providing advice for officers on finance issues.  
2. Working accurately within tight procedures and deadlines of an office or administrative environment.  
3. Experience of the production of management information using Information Technology and producing standard business documents / reports utilising e.g. Voyager, Excel, Word, IMPULSE or Carefirst 6 or similar systems. | AF     |
| **Skills & Ability** e.g. written communication skills, dealing with the public etc. | 1. To demonstrate excellent numerical skills.  
2. Knowledge of management accounting, planning, budgeting and forecasting.  
3. To undertake complex data analysis and produce accurate data reports within tight timescales.  
4. To communicate effectively and maintain effective relationships.  
5. Demonstrate good keyboard skills for data entry with a high level of accuracy.  
6. Demonstrate the ability to prioritise own workload and supervise others effectively.  
7. Ability to work effectively as a team member.  
8. Demonstrate the skills to undertake quality review visits of commissioned services and report findings to senior officers.  
9. Ability to work in a pressurised environment in changing circumstances.  
10. Able to actively support change and respond to problems with a ‘can do’ approach.  
11. Experience of establishing productive relationships with suppliers and customers to help deliver improved outcomes, including responding to queries, resolving complaints and delivering good level of customer service. | T      |
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<td>2. Willingness to undergo appropriate training and development.</td>
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This is a politically restricted post as defined by the Local Government and Housing Act 1989

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery