

64500 - Commissioning and Partnerships Manager for Voluntary Community and Social Enterprise - East of England

Salary

£37,166 - £41,020

Number of jobs available

1

Detail of reserve list

12 Months

Region

East of England

City/Town

Basildon , Bedford , Bury St Edmunds , Chelmsford , Cheshunt , Colchester , Grays , Harlow , Huntingdon , Ipswich , King's Lynn , Lowestoft , Luton , Northampton , Peterborough , St Albans , Stevenage , Watford , Wellingborough

Building/Site

COLCHESTER MAGISTRATES COURT COLCHESTER, CO2 7EF, NPS 16-22 KING STREET WATFORD, WD1 8BP, NPS 20 OXFORD STREET WELLINGBOROUGH, NN8 4HY, NPS 203 WHAPLOAD ROAD LOWESTOFT, NR32 1UL, NPS 4 MITRE BUILDINGS HARLOW, CM20 1DR, NPS 41 HARPUR STREET BEDFORD, MK40 1LY, NPS 43-47 BRIDGE STREET NORTHAMPTON, NN1 1NS, NPS 5 WESLEYAN ROAD PETERBOROUGH, PE1 3RW, NPS ARGYLE HOUSE STEVENAGE, SG1 2AD, NPS CARRAWAY HOUSE BASILDON, SS15 6PH, NPS EAST HEART CENTRE CHESHUNT, EN8 9XL, NPS FIVE WELLS THURROCK, RM17 6XR, NPS GODWIN HOUSE HUNTINGDON, PE29 3BD, NPS MID HERTS CENTRE ST ALBANS, AL1 3XH, NPS PENINSULAR HOUSE IPSWICH, IP4 1AQ, NPS PETERBOROUGH MAGISTRATES COURT PETERBOROUGH, PE1 1ED, NPS PROBATION OFFICE KINGS LYNN, PE30 1HP, NPS WEST SUFFOLK HOUSE BURY ST EDMUNDS, IP33 3YU, NMS MID ESSEX Gemini Centre, CM2 0YN, NMS Clemitson House, LU1 2RP, NPS SOUTH WEST HERTS CENTRE WATFORD WATFORD, WD18 0BN

Grade

Other

Organisation Grade for HMPPS

NPS Pay Band 5 National

Post Type

Fixed Term

Duration of appointment

Up to 24 Months

Working Pattern

Full Time, Part Time, Part Time/Job Share, Flexible Working

Role Type

Operational Delivery, Other

Job description

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more

about how we do this visit: <https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>.

Overview of the job

The purpose of the Commissioning and Partnerships team is to work closely with operational and contract managers within the region, commercial colleagues, policy leads, external partners/commissioners, providers and service users to identify service needs, review existing services, build partnerships, develop knowledge and build expertise within the business, design new services, source providers and then monitor the effectiveness of commissioned services to promote innovative and strategic solutions and deliver quality, value for money services that meet service user needs and reduces reoffending.

The Commissioning and Partnerships Manager will lead in the development and implementation of strategic commissioning for a specific portfolio of services or need areas, managing activities across the full commissioning cycle to deliver the regional priorities working closely with a range of internal and external stakeholders.

They will report into the Head of Community Integration and line manage Commissioning and Partnerships Officer(s).

Summary

The post holder will review, manage and deliver commissioning and/or recommissioning of services or projects within their given portfolio, for example accommodation or personal well-being.

They will act as the expert in relation to the strategic commissioning of outcomes for need areas within given portfolio, providing professional advice and recommendations to support the delivery of the regional strategy.

They will lead on the development and implementation of partnership arrangements with key stakeholders, nationally, regionally and locally, in relation to commissioned projects and services within their portfolio.

Responsibilities, Activities & Duties

Their key responsibilities include:

- Production and implementation of service/need specific commissioning plans within specific portfolio as part of short, medium and long-term regional commissioning strategy.
- Ensuring service/need specific commissioning plans align with regional, national and wider community safety and criminal justice priorities.
- Ensuring commissioning plans within given portfolio meets the diverse needs of service users, are financially robust, offer value-for-money, incorporates innovative approaches and builds on best practice.
- Where relevant, manage delegated budget for commissioning projects within specific portfolio.
- Leading and managing team to deliver agreed activities.
- Supporting operational staff and managers to deliver their responsibilities for the portfolio area. This may include offering consultancy and advice, developing training plans for teams/region, delivering local training and briefings.
- Responsible for providing a clear evidence base to inform review of services, recommendations, and commissioning planning.
- Responsible for understanding the effectiveness of current NPS and wider

service delivery within portfolio area and identifying best practice for commissioning future services, current recommendations and new specifications.

- Responsible for leading the development of a portfolio of evidence-based service specifications and the development of any new service specifications required, engaging with service users, operational leads and other stakeholders as appropriate.
- Responsible for joint working with MoJ Commercial to develop competition strategies for services/needs within portfolio.
- Responsible for establishing and leading cross-regional and multi-agency project groups to support development of services within specific portfolio.
- Responsible for establishing productive and effective relationships with relevant internal and external stakeholders at a local, regional and national level in line with designated portfolio area to support commissioning activity.
- Responsible for proactively identifying, following up and negotiating opportunities for joint-working or co-commissioning services by working with a variety of external stakeholders, such as PCCs, police, local authorities, NHS and voluntary sector organisations, to maximise the potential investment in services.
- Responsible for leading regional involvement in grants and procurement processes, including ensuring appropriate market warming and engagement is undertaken, key grants and procurement documents are produced and provide evaluation of bids.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.

Behaviours

- Seeing the Big Picture
- Making Effective Decisions
- Communicating and Influencing
- Working Together
- Changing and Improving
- Leadership

Essential Experience

- Experience of commissioning and/or recommissioning services, including assessing need, reviewing services and developing service specifications.
- Significant experience of undertaking research and formulating options, along with problem solving abilities
- Experience of procurement and grants within the public sector context.
- Significant experience of developing successful partnerships and integrated working arrangements.
- Experience of influencing and negotiating at a senior level
- Experience of working in a community safety, criminal justice, social care, housing or health care setting.
- Experience of managing resources to a budget.

- Experience of project management
- Excellent oral and written communications skills

Desirable

- Experience of working within probation and offender services.
- Experience of managing staff.
- Experience of using a Dynamic Purchasing System.
- Experience of leading and participating in collaborative commissioning processes

Technical requirements

Desirable: Qualification in procurement and supply e.g. via the Chartered Institute of Procurement and Supply (CIPS).

Additional Information

The successful candidate can be based any where within the East of England region and location agreed at the interview. There will be an expectation that the successful candidate will be required to travel within the region to attend meetings.

Working Arrangements & Further Information

The MoJ offers Hybrid Working arrangements where business need allows. This is an informal, non-contractual form of flexible working that blends working from your base location, different MoJ sites and / or from home (please be aware that this role can only be worked in the UK and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone's circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review.

For nationally advertised roles, the successful candidate(s) will be appointed to a MoJ office location, which may include their nearest Justice Collaboration Centre or Justice Satellite Office. This will be discussed and agreed on the completion of pre-employment checks.

Some of MoJ's terms and conditions of service are changing as part of Civil Service reform. The changes will apply to staff joining MoJ who are new to the Civil Service. Staff joining MoJ from other civil service employers will transfer onto the new MoJ terms if they are already on 'modernised' terms in their current post or onto 'unmodernised' MoJ terms if they are on 'unmodernised' terms at their current post. Details will be available if an offer is made.

Standard working hours are 37 hours per week excluding breaks which are unpaid.

Benefits

The MoJ offers a range of benefits:

Annual Leave

Annual leave is 25 days on appointment and will increase to 30 days after five years' service, plus public holidays. Leave for part-time and job share posts will be calculated on a pro-rata basis

Pension

The National Probation Service is covered by the Local Government Pension Scheme (LGPS) run through the Greater Manchester Pension Fund (GMPF). Please visit www.gmpf.org.uk for further information.

Please note: Any current Civil Servant who is a member of the PCSPS, by accepting an offer of employment to the National Probation Services will be opted out of the PCSPS and auto enrolled into the Local Government Pension Scheme.

Training

The Ministry of Justice is committed to staff development and offers an extensive range of training and development opportunities.

Networks

The opportunity to join employee-run networks that have been established to provide advice and support and to enable the views of employees from minority groups to be expressed direct to senior management. There are currently networks for employees of minority ethnic origin, employees with disabilities, employees with caring responsibilities, women employees, and lesbian, gay, bisexual and transgender.

Eligibility

All candidates are subject to security and identity checks prior to taking up post

Support

- A range of 'Family Friendly' policies such as opportunities to work reduced hours or job share.
- Access to flexible benefits such as voluntary benefits, retail vouchers and discounts on a range of goods and services.
- For moves to or from another employer or moves across the Civil Service this can have implications on your eligibility to carry on claiming childcare vouchers. You may however be eligible for alternative government childcare support schemes, including Tax Free Childcare. More information can be found on [UKor Childcare Choices](#). You can determine your eligibility at <https://www.childcarechoices.gov.uk/>.
- Paid paternity, adoption and maternity leave.
- Free annual sight tests for employees who use computer screens.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#). Should you feel that the recruitment process has breached the recruitment principles you are able to raise a formal complaint in the following order

- To Shared Service Connected Ltd (0845 241 5358 (Monday to Friday 8am - 6pm) or e mail Moj-recruitment-vetting-enquiries@gov.sscl.com);
- To Ministry of Justice Resourcing team (resourcing-management-office@justice.gov.uk);
- To the Civil Service Commission (details available [here](#))

The Civil Service embraces diversity and promotes equal opportunities. As a Disability Confident employer, MoJ are committed to providing everyone with the opportunity to demonstrate their skills, talent and abilities, by making adjustments throughout all elements of the recruitment process and in the workplace. MoJ are able to offer an interview to disabled candidates who meet the minimum selection criteria, except in a limited number of campaigns.

You will be able to request reasonable adjustments to the recruitment process within the application form. If you need additional help completing the application form, please contact the SSCL Recruitment Enquiries Team.

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: <https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>.

Interview dates

To be confirmed nearer to the time and will be held via Microsoft Teams.

Closing Date:

15/08/2022, 23:55 hours.

Contact information

If you require any assistance please call 0845 241 5358 (Monday to Friday 8am - 6pm) or e mail Moj-recruitment-vetting-enquiries@gov.sscl.com

Please quote the job reference - opportunity.id.

Please note the successful applicant will need to undertake a Disclosure and Barring Security Check for this post.

Success Profiles

Success Profiles will enable a fairer and more inclusive method of recruitment by enabling us to assess the range of experiences, abilities, strengths, behaviours and technical/professional skills required for different roles. This flexible approach to recruitment focuses more on finding the right candidate for the specific role. To find out more about Success Profiles to support your application please [click here for further guidance](#).

if you feel that your application has not been treated in line with the Civil Service Recruitment Principles, please contact SSCL (Moj-recruitment-vetting-enquiries@gov.sscl.com) in the first instance

We have provided detail of the assessment stages and areas being assessed to help you prepare for completing your application form, and to advise of what will be assessed following this, if you successfully pass the application stage.

Application form stage assessments

Behaviours

Seeing the Big Picture - 250 word limit

Making Effective Decisions - 250 word limit

Communicating and Influencing - 250 word limit

Working Together - 250 word limit

Changing and Improving - 250 word limit

Leadership - 250 word limit

Experience

Statement of Suitability - 500 word limit

Interview stage assessments

There is 1 interview stage for this vacancy.

Behaviours

Communicating and Influencing

Working Together

Changing and Improving

Strengths may also be assessed at interview but these are not shared in advance.

Additional Assessment(s)

Presentation

A Great Place to Work for Veterans

The "Making the Civil Service a Great Place to work for veterans" initiative includes a guaranteed interview scheme to those who meet the minimum criteria to provide eligible former members of the Armed Forces with opportunities to secure rewarding jobs.

Allowing veterans to continue to serve their country, and to bring highly skilled individuals with a broad range of experience into the Civil Service in an environment, which recognises and values your previous service in the Armed Forces.

For further details about the initiative and eligibility requirements

visit : <https://www.gov.uk/government/news/making-the-civil-service-a-great-place-to-work-for-veterans>

Redeployment Interview Scheme

Civil Service departments are expected to explore redeployment opportunities before making an individual redundant. The MoJ are committed, as part of the Redeployment Interview Scheme, to providing opportunities to those who are 'at risk of redundancy'.

MoJ are able to offer an interview to eligible candidates who meet the minimum selection criteria, except in a limited number of campaigns. Candidate's will not be eligible for the Redeployment Interview Scheme if they are applying on promotion.

This Vacancy is closed to applications.