



HM Prison & Probation Service

HQ Job Description (JD)

Band 6

Directorate: Youth Custody Service

Job Description – Assistant Commissioning Projects Manager

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Job Description

Job Title	Assistant Commissioning Projects Manager
Directorate	Youth Custody Service
Band	6

Overview of the job	<p>This post is responsible for supporting the design and delivery of commissioning projects and workstreams to secure services and places for children and young people who are remanded or sentenced to custody in the Children and Young People's Secure Estate (CYPSE) in England and Wales. The CYPSE is made up of Young Offender Institutions (YOIs), Secure Training Centres (STCs) and Secure Children's Homes (SCHs) and with the development of secure schools.</p> <p>The post holder is accountable to a YCS Commissioning Projects Manager. Assistant Commissioning Projects Managers help build and maintain effective relationships and close collaborative working with other partners across the Youth Justice System (YJS) and beyond, to ensure value for money delivery of commissioning projects that improve outcomes for children who are placed in custody.</p>
Summary	<p>This role supports the delivery of commissioning projects and workstreams for justice services and places for children and young people across England and Wales who are remanded or sentenced to custody in the CYPSE.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Support the design and delivery of commissioning projects and workstreams to help produce evidence-based services that improve outcomes for children and young people in custody across England and Wales. This includes leading on discrete project workstreams and work packages and coordinating and supporting key project processes – such as project initiation, business case development, market engagement, development and evaluation of service requirements, assurance reviews, delivering lessons learned and undertaking project closure – and the production of required project and workstream documentation. • Responsible for providing project management support to work across the commissioning cycle. This includes creating, maintaining and sharing project plans; risks, issues and interdependencies registers, stakeholder management strategies and communications plans and logs; and actions logs and notes from key discussions with internal and external stakeholders (including suppliers) to help maintain appropriate records. • Coordinate and support governance, assurance and approvals processes relating to commissioning work for the CYPSE, including project and programme boards, assurance processes (Gateway and Keyholder Reviews) and HMPPS, Departmental and HMG investment approval – the 2019-20 value of live services being retendered exceeds c.£30m. • Support work to understand and inform the cost effectiveness of services within their portfolio and help determine value for money. • Maintain effective working relationships, and work closely with colleagues at national, regional and local levels to deliver commissioning processes that are efficient and effective. • Support mobilisation, transition and transformation of services that are retendered, working to handover products for commissioned services and places in a timely manner. • Work to capture lessons learned from commissioning projects, and use these widely to help improve the commissioning and other functions as findings direct.

	<ul style="list-style-type: none"> • Develop knowledge and skills and apply these to inform development and progress of commissioning work across the CYPSE, and support the provision of robust evidence and advice for colleagues and seniors in the team, the wider YCS, HMPPS and MoJ. • Proactively contribute as part of a nurturing and high-performing team. • Ensure that the Commissioning team portfolio of work advances equality, promotes diversity and fosters inclusion across the YCS. • Ensure that commissioned services adhere to the highest standards for safeguarding children and ensure that the views of children inform the development of standards for commissioning. <p>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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Making Effective Decisions • Delivering at Pace • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Experience of commissioning/procuring services in the youth or criminal justice systems and/or children's services. • Experience of supporting successful delivery of products, work or targets and having to work in partnership with others to achieve this. • Experience of working on projects and knowledge of/skills in project management, development and delivery of projects or workstreams, and project management.
Technical Requirements	N/A
Ability	N/A

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing			Experience of commissioning/procuring services in the youth or criminal justice systems and/or children's services.	
Making Effective Decisions			Experience of supporting successful delivery of products, work or targets and having to work in partnership with others to achieve this.	
Delivering at Pace			Experience of working on projects and knowledge of/skills in project management, development and delivery of projects or workstreams, and project management.	
Working Together				
Managing a Quality Service				
Choose an item.				