

## Job Description

Job Title: Commissioning Officer

Job number: CCC1867

Grade: SO2

<b>Overall Purpose of Job</b>	
<p>To develop and implement commissioning plans and strategies across:</p> <ul style="list-style-type: none"> <li>• Children Health and Well Being</li> <li>• Older Peoples, Sensory Impairment, Physical Disabilities</li> <li>• Mental Health</li> <li>• Learning Disabilities</li> <li>• Children and SEND</li> <li>• Integrated Approach to Commissioning</li> </ul> <p>That enable service users and carers to exercise choice and control in relation to how their needs are met and ensures value for money.</p>	
<b>Main accountabilities</b>	
	Main accountabilities
1	<p>To take lead responsibility for all commissioning activity in relation to the above specialist service.</p> <p>Ensure all commissioned services are performance managed and consistently deliver specified outcomes.</p>
2	<p>To work with partners to develop integrated pathways to improve outcomes and service delivery models for a range of vulnerable individuals who need care and support</p>
3	<p>To be accountable for all spend being in line with budgets set, and ensure efficiencies are achieved as required</p>
4	<p>Improve the overall management of resources (financial, human and other).</p> <p>Discover new ways to reduce the cost of services whilst maintaining their overall productivity and value for money to service users through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements and smarter use of demand management information</p>
5	<p>To develop market intelligence, including harnessing the views of service users and their families/carers, to identify service gaps and unmet needs, and inform the de-commissioning, redesign and commissioning of services to meet the needs of vulnerable individuals in need of care and support</p>
6	<p>To work closely with providers (voluntary and independent sector) to develop productive relationships</p>

7	To develop joint commissioning strategies and implementation plans aligned to short, medium and long-term financial plans, jointly with Health and other partner/organisations in support of the redesign and transformation
8	To research and review legislation, policy guidance, new initiatives and best practice in relation to personalised models of service that increase choice and control and to ensure staff, providers and other stakeholders are aware of any relevant current and future government policy and initiatives
9	To help stimulate and develop the local provider market to offer services that promote support and control for a range of vulnerable individuals who need social care services
10	To represent the Council at local, regional and national events. Provide advice on policies and practice and offer strategic direction and support to the relevant Partnership Boards, Placement Panels and forums
11	To implement and promote Cambridgeshire County Council's policies and procedures relating to all areas of employment and service delivery

### Person Specification

Qualifications, knowledge, skills and experience		
Minimum level of qualifications required for this job		
Qualification required	Subject	Essential/desirable
3 A levels/NVQ3		Essential
GCSE level C in English and Maths or equivalent	English and Maths	Essential
Evidence of continual professional development		Essential
Minimum levels of knowledge, skills and experience for this job		
Knowledge	An up to date and credible level of knowledge and understanding relating to commissioning	Essential
	Knowledge of policy, legislation and guidance relating to Commissioning	Desirable
Skills	Proficient in the use of IT packages	Essential
	Ability to present information clearly and concisely to a range of people	Essential
	Ability to problem solve on a wide range of issues and to seek the necessary information and guidance to make an appropriate decision or recommended course of action	Essential
	Excellent communication skills	Essential

	Ability to prioritise tasks, manage own workload	Essential
Experience	Experience of using information management systems to produce good quality data in a variety of formats.	Essential
	Experience of working alongside a wide range of partners to commission services	Essential
	Experience of working effectively as part of a team, engaging and sharing information with colleagues and external partners	Essential
	Evidence of supporting change and identifying innovative commissioning solutions	Essential
<b>Disclosure level</b>		
What disclosure level is required for this post	ENHANCED	
<b>Work type</b>		
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	<b>FLEXIBLE</b>
	Field	Home