

## Job purpose and person specification

<b>Job Title:</b>	Commissioning Officer
<b>Service:</b>	Commissioning
<b>Grade:</b>	SO2
<b>Reports to:</b>	Commissioning Manager

### Job Purpose:

To support Commissioning Managers to deliver efficient and effective operation of the People and Communities commissioning function with a specialism in Adult Social Care, ensuring delivery of strategic priorities and commissioning intentions.

To support the development and implementation of commissioning plans and strategies across the commissioning cycle.

To support market sustainability and the ongoing development of service provision through facilitating effective collaboration and joint working throughout the procurement process, including maximising opportunities for co-production to ensure the best outcomes are delivered for customers.

To support the Council in delivery of its strategic priorities.

### Principal Accountabilities:

#### Development and Implementation of Commissioning Approaches

To support Commissioning Managers to develop and implement key strategies and approaches through taking lead responsibility for key activities.

To support the development of needs assessments, specification development, consultation activities, monitoring tools and other associated documents as required.

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 which meet the needs of customers.

To support Commissioning Managers in delivering good quality, effective and efficient services through researching and re-designing services, ensuring value for money, delivering business and process improvements and smarter use of demand management information.

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.

To help stimulate and develop the local provider market to offer services that promote support and choice and control for the Councils wide range of customers.

### **Facilitate partnership working and consultation**

With the support of Commissioning Managers, work with partners to develop integrated pathways to improve outcomes and service delivery models for customers with care and support needs.

To work closely with providers across the statutory, voluntary and independent sector to develop productive relationships and co-production of service delivery and improvement.

To provide support and information to social care teams in relation to commissioning and contracts arrangements, including promotion of good practice, advice and support.

To liaise with external agencies, including but not limited to CQC, health partners, district councils and other statutory and non-statutory organisations.

To contribute to the delivery of provider events as delegated by the manager.

### **Other**

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.

To carry out additional reasonable duties as required by the line manager.

**Job Knowledge, Skills & Experience:**

**Minimum levels of qualifications and/or equivalent experience required for this job**

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential / Desirable</b>
3 A Levels/NVQ 3 or equivalent		Essential
GCSE level C in maths and English or equivalent		Essential
Evidence of Continuous Professional Development		Essential

**Minimum levels of knowledge, skills and experience required for this job**

<b>Knowledge &amp; understanding</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
Commissioning, Contract Management	An up to date and credible level of knowledge and understanding relating to commissioning and contract management.	Desirable
	Knowledge of policy, legislation and guidance relating to Commissioning and Contract Management.	Desirable
	Knowledge and understanding of social value and its role in the commissioning process	Desirable
Analysis	An understanding of how to apply performance measures and evaluation methodologies to deliver improvement.	Desirable
Local Authorities	Knowledge of Cambridgeshire County Council	Desirable

Skills	Describe	Essential/ Desirable
Analytical Skills and Strategic Thinking	<p>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.</p> <p>Good analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and utilise it to inform strategy development.</p> <p>Skills in planning and organisation, coupled with the ability to manage a range of priorities and issues.</p> <p>Ability to prioritise tasks, manage own workload.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Partnership Working and Collaboration	Ability to build effective working relationships and work in partnership with a diversity of individuals and groups.	Essential
Communication	<p>Excellent communication skills.</p> <p>Proficient in the use of IT packages with a good working knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint.</p> <p>Ability to present information clearly and concisely to a range of people.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Exerience	Describe	Essential/ Desirable
Partnership Working and Collaboration	<p>Experience of working alongside a wide range of partners to commission services.</p> <p>Experience of working effectively as part of a team, engaging and sharing information with colleagues and external partners.</p>	<p>Essential</p> <p>Essential</p>
Analysis and Creative Thinking	<p>Experience of using information management systems to produce good quality data in a variety of formats.</p> <p>Evidence of supporting change and identifying innovative commissioning solutions.</p>	<p>Essential</p> <p>Desirable</p>

