**Job Description**

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| Job Title: Senior Commissioning Officer |
| POSCODE: CCC2498 |
| Grade: P1 |

**Overall purpose of the job**

The role exists to work with Commissioning Managers to develop and implement commissioning plans and strategies on behalf of Children’s Services and Education and, where possible, through an integrated approach to commissioning.

The role will provide additional support at a higher level than currently available from Commissioning Officers to enable the Commissioning Manager to successfully manage a much larger portfolio of Children’s commissioned provision and strategies than currently allocated. Not only does the role add capacity, but it also provides an enhanced skillset, allowing the Commissioning Manager to delegate more complex tasks to the P1 that they could not give to the Commissioning Officer. In turn, this gives the Commissioning Manager capacity to take on additional projects within his/her portfolio. The growth in portfolio is due to additional departmental priorities introduced by the Joint Administration.

Working as part of a Commissioning Team, the key results of the job include:

* Ensuring sufficient, affordable, quality care provision is available locally both now and, in the future
* Implementing innovations in the way the council commissions care for local people to increase choice and control (e.g. more self-directed support such as direct payments and individual service funds)

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities**  |
| 1 | Lead and independently manage elements of commissioning activity and/or smaller projects within the portfolio as delegated by Commissioning Manager |
|  | Through research and analysis, independently identify and recommend areas for innovation, improvement, or collaboration within portfolio area to the Commissioning Manager |
|  | Plan and deliver engagement with providers, service users and other key stakeholders to develop market intelligence and inform the development of commissioning strategies. Take a lead role in coordinating various elements of this approach. Develop recommendations based on market intelligence gained for the Commissioning Manager |
|  | Contribute to preparation and running of complex procurement activity:* support with drafting of tender documentation and development of evaluation methodology and pricing schedules
* participation in complex tenders/ procurement activity

Independently manage lower value, straight forward procurement activity under direction of Commissioning Manager |
|  | Prepare and present a wide range of reports, strategies and influencing documents for both internal and external audiences including Joint Commissioning Board. Assist the Commissioning Manager in preparation of reports for Committee and democratic approval.  |
|  | Plan and lead a task and finish group of internal and external stakeholders to successfully deliver a required outcome, with support from the Commissioning Manager |
|  | Ensure the strategic approach to commissioning delivers improvements in performance and measurable outcomes including reduced dependency, increased choice and control for service users and better value for money |
|  | Contribution to Financial Management Tasks such as * ensuring that all commissioned services/functions are delivered within the allocated resource envelope,
* identify and achieve agreed savings targets
* identify cost savings and efficiencies within the portfolio budget
* Support with the management of service budgets where requested.
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|  | Contribute to the identification of any performance or organisational risk issues within commissioning projects /strategies and developing recommendations for risk mitigations |
|  | Contribution to the creation and maintenance of positive stakeholder and partner relationships, acting as the key contact for some partners and working collaboratively to achieve common goals |
|  | Delegation of straight forward tasks to Commissioning Officers |
|  | Ensure that all commissioned and in-house service provision is appropriately risk assessed and contract monitored, including:* the monitoring of agreed Key Performance Indicators
* the monitoring of financial performance,
* identification of financial risk/pressures
* Manage disputes with commissioned providers
* investigate issues of concern and safeguarding, including maintaining effective relationships with the Care Quality Commission/Ofsted to promote the sustained delivery of high-quality service provision
* and ensuring senior leaders are well informed of the quality and performance of commissioned services.
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|  | Support the development of Commissioning Officers through informal learning opportunities, which may include delegation of appropriate tasks to Commissioning Officers. |
|  | Ensure all commissioning practice adheres to legislative requirements and best practice, including co-production and service user involvement wherever possible 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 |
|  | Contribute to the development and implementation of commissioning strategies to support the priorities of the team and directorate  |
|  | Demonstrate an awareness and understanding of equality, diversity, and inclusion, ensuring best practices in EDI (Equality, Diversity, and Inclusion) (Equality, Diversity, and Inclusion) are applied to all commissioning activity.  |
|  |  Deputise for the Commissioning Manager in relevant forums, Boards |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills, and experience**

Minimum level of qualifications required for this job

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| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Relevant professional qualification or education qualificationorequivalent to NVQ level 4, HNC, HND or bachelor’s degreeOr Relevant professional experience within Commissioning environment | **any** | Essential |

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

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Commissioning  | Good knowledge and understanding of public sector commissioning cycle and its application | Essential |
| Children’s Commissioning | Knowledge of key policy, legislation and guidance relating to Children’s commissioning | Desirable |
| Local care markets | Awareness of local care and/or preventative provision and impact of market dynamics on the council | Essential |
| **Skills** |  |  |
| Analytical & strategic thinking | Ability to analyse a range of information and develop innovative, effective solutions Ability to think strategically and consider impact of ideas on the wider system and over the long term | Essential |
| Partnership & collaborative working | Ability to establish and maintain working relationships and work in collaboration with others to produce a shared outcomeSkilled in successfully negotiating solutions and problem solving within the context of working relationships | Essential |
| Leadership & management | Contribute to driving forward the development and implementation of commissioning strategiesAbility to challenge ways of working and influence others  | Essential  |
| Change Management | Capacity to manage change for self and others | Essential |
| Communication | Excellent written and oral communication skills, able to tailor style to a wide range of audiencesExcellent interpersonal and facilitative skills in 1:1 and group settings | Essential |
| Organisation | Ability to work independently and manage own workloadAbility to manage multiple, sometimes competing prioritiesAbility to meet challenging deadlines | Essential |
| Problem Solving | Ability to problem solve on a wide range of issues and seek information & guidance to make an appropriate decision or recommend a course of action | Essential |
| Project Management | Ability to develop project plans, drive and monitor progress and manage risk to ensure successful delivery of the end outcome | Essential |
| IT  | Good IT skills, proficiency in Microsoft Office, effective at data inputting, extraction and production of reports and presentations | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience.  |  |
| Commissioning | Experience of public sector commissioning or demonstrable experience of applying the commissioning cycle in a previous role |  Essential |
| Change Management | Experience of supporting or leading change or transformation in the workplace Experience of identifying and/or implementing solutions that deliver innovation, improvement, or efficiency | Essential |
| Partnership Working & Collaboration | Experience of establishing & maintaining effective working relationships with a range of internal & external stakeholders to commission services or reach a shared outcome. Experience of negotiation, problem solving and having difficult conversations | Essential |
| Leadership & Management | Demonstratable use of leadership skills to influence and motivate others Resilience and ability to manage in pressurised situations | Essential |
| Resource Management | Experience of financial administration and/or budget managementSome experience of supervising or developing others | Desirable |
| Project Management |  Experience of forward planning a project or piece of work and ensuring successful delivery of project milestones.Experience of successfully managing competing priorities. | Essential |
| Information analysis and presentation | Experience of collating, analysing and presentation of data in a variety of formats. Production of strategies and reports for consideration or decision making | Essential |
| Sector Experience | Experience of working within health, social care, or local government sector | Essential |
| Equality, Diversity, and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.  |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.  |

**Disclosure level**

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| --- | --- |
| What disclosure level is required for this post? | Standard |
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**Work type**

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| --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Hybrid |