

Job Description

Job Title: Commissioning and Contracts Support Officer

Directorate: Adults, Health & Commissioning

Service: Public Health

Accountable to: Team leader, Partnership & Commissioning Primary Care

Grade: S02

Overall purpose of the job

This post is part of the Commissioning and Primary Care team which is part of the Public Health Joint Commissioning Unit (JCU). The team provides commissioning and contractual support to the JCU. This post will have the following responsibilities as part of the support that it provides to the JCU

- ensuring that the commissioners have the correct data to inform new commissioning initiatives
- collecting and collating performance management data and identifying any performance issues and taking the appropriate steps
- collecting performance and initiating payments to providers, this includes validating payment claims.
- ensuring that commissioned services meet the required quality levels by undertaking audits.
- Responsible for the public health service financial transactional processes working within the local authority and governance frameworks.

JCU staff are members of the Public Health Service.

Main accountabilities

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

Main accountabilities	
1.	Responsible for the accurate and timely collection, collation and presentation of performance management information. Responsible for data interrogation to identify any performance underperformance and payment risks then working with appropriate staff from commissioning, finance, legal and information governance to initiate and take appropriate steps.
2.	To provide support and training for providers to develop effective data collection processes. This will include reporting reminders and training on any specialist data collection systems e.g. Pharmoutcomes.
3.	First point of contact for any data and other information issues including quality indicators.

4.	Ensuring that all contract documentation is in place prior to the activation of data collection and payment processes for individual providers.
5.	Hold effective working relationships with the appropriate provider information management leads across local authorities, the NHS, voluntary and community sectors.
6.	Analysis of the regular data returns and creation of appropriate reports, including prescribing data.
7.	Responsible for ensuring that payment processes are fully functional and addressing any issues e.g. invoices are processed and paid, out of area GUM payments are validated. This includes validating data that will allow payments to be authorised
8.	To ensure the prompt payment of invoices for services provided on behalf or purchased by the public health service, in accordance with CCC financial systems and processes. To make appropriate action if delays are encountered to ensure ERP and customer records are kept up to date and manage the processes around record management.
9.	To devise, implement and maintain commitment account record systems including both income and expenditure, ensuring these provide effective early warning of potential budget overspends and under spends against the designated public health areas this may include special grants and projects.
10.	Make recommendations to the posts designated budget holders for appropriate action, ensuring any discrepancies in expenditure or likely budget overspends are highlighted and solutions identified and implemented as quickly as possible. Lead investigations into payment and billing run errors and recommend measures to resolve or suggest alternative solutions.
11.	Participation in routine data and clinical audits.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level, NVQ4 or equivalent standard		Essential
PRINCE 2	Project management	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
IT proficient.	Fully IT proficient, including Windows, Office and specialist packages	Essential
National mandatory requirements	Full understanding of national mandatory requirements for specific work areas.	Essential
Key performance indicators.	Although formal public health qualifications are not considered to be essential, knowledge and understanding of how key performance indicators are linked to public health outcomes that the commissioned services should aim to support.	Desirable
Performance management of commissioned public health services.	Knowledge and some involvement in the data for the performance management of commissioned public health services.	Desirable
Skills		
Work with internal Teams	Ability to work with information teams from Cambridgeshire County Council / Peterborough City Council, financial, legal, procurement and information governance departments.	Essential
Excellent Organisational Skills	Time Management, Resource Management, Project Management and the ability to work to tight deadlines with a number of players.	Essential
Assimilate and process information quickly.	Ability to assimilate and process information quickly and make reasoned judgements.	Essential
Complex data / information issues	Ability to interpret and explain complex data / information issues.	Essential
Problem Solving	Adaptable and creative approach to problem solving.	Essential
Change management	Pro-active approach to change.	Essential
IT skills	Highly developed IT skills	Essential
Approachability	Approachable and adaptable	Essential
Prioritise workload	Able to prioritise workload and complete in a timely manner.	Essential
Service development	Commitment to continuous service development	Essential
Excellence	Strives for excellence	Desirable
Challenge of others	Ability to challenge others sensitively	Desirable
Experience	Give an idea of the type and level of experience required do not specify	

	years of experience.	
Data interrogation	Experience of data interrogation and management.	Essential
Project Management	Demonstrable experience of Project Management.	Essential
Office administration	Extensive office administrative experience.	Essential
Local Authority policies and procedures	Knowledge and experience of local authority policies and procedures.	Desirable
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.	
Net Zero	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	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.	