

Job Description and Person Specification

Job details

Job title: Commissioning Officer
Grade: NNC Band 06 (£38,220 – £40,777)
Reports to: Commissioning Manager
Directorate and Service area: Public Health & Wellbeing

Purpose of the job

To support the development and implementation of strategic commissioning plans in Public Health. The post must ensure best practice, excellent coordination of commissioning and associated business processes, and develop services that improve population health and wellbeing and reduce health inequalities.

To support the Commissioning Manager and Public Health leads to ensure the development and maintenance of high-quality evidence based services commensurate with the principles of best value which meet identified local need in line with nationally and locally agreed strategic priorities based on population health needs.

Principal responsibilities

1. Under the guidance of the Commissioning Manager complete project activities and build relationships with other partners/organisations to support the development and delivery of the actions within adopted Commissioning strategies to ensure the best possible outcomes for vulnerable groups within available resources, compliant with legislation and in line with national and local strategic direction.
2. To collate and analyse information on contract performance, management and costs. Produce reports to enable the monitoring of performance against individual contracts and key performance indicators.
3. To provide high quality coordination of and support to routine commissioning business processes, including performance and quality monitoring, and liaising with council colleagues on financial, legal and procurement tasks.
4. To develop and implement engagement structures and activities to harness the views of service users, families and carers, local communities, service providers and other key stakeholders to ensure the Council support the identification of service gaps and unmet needs to inform the decommissioning, redesign and commissioning of services to meet the health and wellbeing needs of the population.

5. To complete the writing of specifications and tender documentation and help to evaluate tender documentation and issue new contracts alongside the Commissioning Manager to procure new and revised public health services.
6. To review intelligence and engage with local communities and providers to understand the needs within the marketplace to align the market in delivering good quality, cost effective services that meet the identified needs of service users and carers.
7. To provide advice and guidance about commissioned services to operational staff, senior managers and elected members, including the writing of analytical reports and presentation of data as required.
8. To undertake market and supplier research, review legislation and policy guidance to identify opportunities for improved value for the council and identify process efficiencies and/or cashable savings.
9. To research and review legislation, policy guidance, new initiatives and best practice that improves health and well-being to ensure the Commissioning Manager, the Council and local providers are kept informed of commissioning policy and initiatives.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree or equivalent, preferably in policy, research or health related areas.	
Experience and Knowledge	<p>Experience of processes for the commissioning, contracting & monitoring of public services of similar business processes.</p> <p>Experience of working in social research and/or consultation.</p> <p>Experience of project management & business management, including coordination, planning, information collation, analysing data to produce reports, strategies and briefing papers.</p> <p>Good level of knowledge of Public Health, health and health improvement.</p> <p>Understanding of the importance of consultation and engagement and what are the most effective ways to consult with people so they are involved in the decision making process.</p>	Experience in Public Health, health and health improvement.

Attributes	Essential criteria	Desirable criteria
	Good level of knowledge of Social and Health care systems in England and Wales.	
Ability and Skills	Computer literacy to intermediate level in Word, Excel and PowerPoint.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	