**Job Description**

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

**Overall purpose of the job**

As Senior Commissoning Officer you will be responsible for working with Commissioning Mangers 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.

They will ensure sufficient, affordable, quality provision is available locally both now and, in the future. They will implement innovations in the way the council commissions support for local people to increase choice and control. A key element of the role will be building strong stakeholder relationships with partners and providers.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | Lead and independently manage elements of commissioning activity and/or smaller projects within the portfolio, ensuring all commissioning practice adheres to legislative requirements and best practice, drawing up service specifications, leading task and finish groups and developing desired outcomes for services, including those in multiagency environments. |
|  | To undertake the identification of opportunities for commissioning for specific projects, identifying and recommending areas for innovation, improvement, or collaboration. |
|  | Delivering strategic aspects of the commissioning cycle to support all aspects of programme delivery, including co-production and service user involvement, and ensuring that commissioned and in-house service provision is appropriately risk assessed, and contract monitored. |
|  | Contribute to preparation and running of complex procurement activity, drafting tender documentation and development of evaluation methodology and pricing schedules and independently manage lower value, straight forward procurement activity under direction of Commissioning Manager. |
|  | To assist in the monitoring of financial information and resource allocation, identifying cost savings and efficiencies, support with the management of service budgets, where requested. |
|  | Preparing, contributing and presenting reports to support the decisions of relevant committees and boards ensuring compliance and coherence with overall service objectives. |
|  | Lead, plan and deliver engagement with providers, service users and other key stakeholders to develop market intelligence and inform the development of commissioning strategies. |
|  | Direct line management of Commissioning Officer and support for the wider development of Commissioning Officers through informal learning opportunities, which may include delegation of appropriate tasks to Commissioning Officers. |
|  | Deputise for the Commissioning Manager in relevant forums, Boards. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 11. | Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030. |
| 12. | **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 qualification  or  equivalent to NVQ level 4, HNC, HND or bachelor’s degree  Or  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 | Desirable |
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| **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 outcome  Skilled 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 strategies  Ability 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 audiences  Excellent interpersonal and facilitative skills in 1:1 and group settings | Essential |
| Organisation | Ability to work independently and manage own workload  Ability to manage multiple, sometimes competing priorities  Ability 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 |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Safeguarding (applies to all 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. | Essential |
| **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 management  Some 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 |

**Disclosure level**

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| What disclosure level is required for this post? | Enhanced |

**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 |