



Job Description

Job Title: Commissioning Officer

POSCODE: 3291

Grade: J

Overall Purpose of Role

The Commissioning Officer role is a key part of Northamptonshire Childrens Trust's Commissioning Service. To support the development and implementation of strategic commissioning plans for a range of children and family services which will improve outcomes for the children and young people. The post must ensure best practice, safeguarding of individuals, develop services that maintain individual health and wellbeing that enable service users to exercise choice and control. To support the Commissioning Manager 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 NCT's strategic framework.

Main Accountabilities

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1	To ensure that all contracts are managed and reviewed against their Service Level Agreement and Key Performance Indicators. Ensuring that all contracts are monitored, reviewed and assessed on a regular basis in accordance with the Quality Assurance Framework. Providing regular performance reports and analysis of contracts, including the identification of any risks to provision or the local authority. Work with providers to identify actions for service improvement and monitor to ensure completion.
2	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 NCT's 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.
3	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 that NCT supports the identification of service gaps and unmet needs to inform the decommissioning, redesign and commissioning of services to meet the needs of children, young people and families.
4	To research and review legislation, policy guidance, new initiatives and best practice that supports increased choice and control and maintains health and well-being to ensure the Commissioning Manager, NCT and local providers are kept informed of commissioning policy and initiatives.

5	To complete the writing of specifications and commissioning documentation and helping to evaluate tender documentation and issuing new contracts alongside the Commissioning Manager to procure new and revised care and support services that meet the commissioning and sufficiency strategies.
6	To research and consult with local communities and providers to understand the needs within the market place 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 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 develop and support ongoing consultation groups and forums with service users, carers, providers and key internal and external partners to support the commissioning process including commissioning groups and Partnership 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 needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to a Degree level or relevant experience in related discipline	Good knowledge of children's services and/ or business/commercial	E
GCSE or level 2 equivalent in Maths and English	Good level of numeracy and literacy	E

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

Identify	Details	Essential/Desirable
Knowledge:		E
	Experience in the provision and presentation of information across a variety of software applications including Microsoft Word, Excel, PowerPoint	E
	Knowledge of project management and project delivery.	E
	Good Knowledge of Children's Services and social care systems.	E
Skills		E
	Ability to work closely with officers and staff inside and outside of local	E

	authority arrangements building strong relationships, using consultation and engagement.	
	Ability to prioritise work within tight deadlines and meet targets	E
	Ability to communicate effectively, both verbally and in writing	E
	Task focussed with good co-ordination skills alongside attention to detail	E
	Significant experience in data and knowledge management.	E
Experience	Self-starter able to work on own initiative and as part of a team	E
	Experience of working across a number of project areas.	E
	Ability to analyse and interpret data to produce timely, accurate management reports.	E
	Experience of contract management	E
	Some procurement experience	D
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	E
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E

Disclosure level	
What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input checked="" type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>