

**Job Description & Person Specification**

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| **Post Title** | Commissioning Officer | | | | |
| **JE Reference** | W431 | **Grade** | G | **SCP Range** | 34 - 36 |

**Reporting line:**

Children and Families Commissioning Lead

Commissioning Officer

TBC

# **Job Purpose:**

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To support the commissioning process by undertaking a range of tasks including day to day management of existing contracts, co-ordinating and undertaking contract compliance work and helping to develop service specifications and tender documentation.

# **Relationships:**

**Accountable to:** Children and Families Commissioning Lead

**Accountable for:** N/A

**General Contacts:** NHS England, South Tees Clinical Commissioning Group, CAMHS Services, Local Authorities including Public Health Teams, Safeguarding, Children with Disabilities Team Children’s Social Care, Education Settings (e.g. Head teachers, SENCOS) Youth Offending Teams, parents, cares and young people

# **Key duties and responsibilities:**

1. Drawing up and agreeing contracts on behalf of the Commissioning Team for the delivery of products and services and monitoring contract performance.
2. To assimilate and analyse information about existing contracts from a range of sources, carrying out effective monitoring and responding to issues identified.
3. Ensuring compliance of contracts and commissioned activity with the commissioning framework and stated objectives.
4. To work with Lead Commissioners, Service Managers, Operational Managers and to pro-actively manage existing contracts in terms of adherence to contractual requirements, service performance and cost effectiveness.
5. Assisting with contract negotiations and discussions with providers about the operation of existing contracts, in conjunction with the Council’s procurement team.
6. To use the knowledge gained from contract monitoring and compliance to inform decisions about renewals, variations or re-procurements.
7. Contribute to and establish an appropriate framework for ensuring the capture and appropriate use of all relevant data, both qualitative and quantitative to inform a well-rounded picture of how care providers are performing individually and collectively.
8. Liaise with other partners / agencies and respond constructively to new developments in guidance / implementation of legislation as appropriate.
9. Maintain records and provide information, reports and data as required.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** June 2019 **Author:**  Michele Dickens

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| **POST TITLE** | **GRADE** |
| Commissioning Officer | G |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Substantial contract management experience * Substantial experience of public sector procurement processes * Significant experience of establishing and maintaining good working relationships with external organisations / individuals * Experience of developing and maintaining frameworks for capturing data to enable effective monitoring | * Experience of commissioning services * Experience of contract negotiation | A, I |
| **SKILLS AND ABILITIES** | * Ability to work independently at a high level * Well-developed IT skills in MS Office packages or equivalent * Ability to assess and collate information from a variety of sources, which may conflict, and requires well developed analytical and assessment skills. * Ability to establish positive working relationships with colleagues * Ability to work both within a team and independently * Ability to understanding complex legislation, guidance contractual provisions and interpret / apply this in practice * Commitment to training and attendance at appropriate events * Good communication skills * Ability to manage time and meet deadlines * Ability to communicate effectively with organisations and individuals |  | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Educated to A-level or equivalent, or high level of relevant experience * Good literacy and numeracy skills * Knowledge and experience of commissioning, procurement and contract management * Knowledge of the transformation agenda for social care and health services * Knowledge and understanding of the social care and public health environment * Understanding of the principles of service improvement |  | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement * Insert additional requirements that relate to this post | * Full driving licence * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE