



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Commissioning Officer - Market Management

**GRADE:** Band 8

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Appropriate and relevant professional qualification and /or relevant professional registration and/or relevant diploma</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in quality assurance / commissioning or market management</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Knowledge and experience of working in children, family, adult or health related services</li> <li>Ability to analyse complex performance and operational data, and how to measure outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of social care operations</li> <li>Experience in a local authority, other public sector or independent service industry</li> <li>Relevant experience of using electronic information and communication systems at management level</li> <li>Experience of strategy and policy development and implementation</li> <li>Experience of commissioning services at strategic and operational levels</li> <li>Experience of leading teams to deliver complex projects and programmes</li> <li>Experience of working in formal partnerships and how to make them work</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Understanding of the current national policy agenda</li> <li>Effective communicator with specialist and lay audiences</li> <li>An understanding of and ability to demonstrate collaborative working</li> <li>Knowledge of organisational functions</li> </ul>	<ul style="list-style-type: none"> <li>Ability to set and meet objectives and targets to deliver continuous Improvement</li> <li>Staff management skills including recruitment and selection, performance management &amp;</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Effective analytical and reporting skills</li> <li>▪ Aptitude to form effective and focussed professional relationships</li> <li>▪ Ability to relate practice issues to the wider strategic context</li> <li>▪ Negotiation, arbitration and communication skills</li> <li>▪ Effective leadership and influencing skills with strategic and senior managers</li> </ul>	<p>development</p> <ul style="list-style-type: none"> <li>▪ Project management and implementation skills</li> <li>▪ Experience of liaising and negotiating with external and internal partners</li> <li>▪ Communication and presentation skills (written &amp; oral)</li> <li>▪ Budget management skills including effective use of resources</li> <li>▪ IT skills</li> <li>▪ Time management skills</li> <li>▪ Experience of dealing sensitively with members of the public and with complex / difficult situations</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>▪ Ability to work flexibly and to strict deadlines</li> <li>▪ Commitment to ongoing professional development and learning</li> <li>▪ Commitment to the principles of equality and diversity</li> <li>▪ Honest, reliable, punctual, trustworthy</li> <li>▪ Ability to compromise</li> <li>▪ Ability to account for and evaluate own professional effectiveness and impact</li> <li>▪ Able to demonstrate the importance of anti-discriminatory practice and equal opportunities</li> </ul>		<ul style="list-style-type: none"> <li>▪ Interview</li> <li>▪ References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>▪ Full current driving licence or access to a means of mobility support</li> <li>▪ Able to work outside normal office hours when required</li> <li>▪ Baseline Security clearance</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ DBS</li> <li>▪ Basic check</li> </ul>