

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Commissioning Officer
<u>PAY BAND :</u>	Band 10
<u>JOB EVALUATION NO.</u>	E3419
<u>REPORTING RELATIONSHIP</u>	Strategic Commissioning Manager
<u>JOB PURPOSE :</u>	To support the work of the Commissioning and Contracts Team to ensure that resources are used to commission services that make a positive impact, meet statutory obligations, and contribute to overall strategic objectives. To work collectively, as part the Commissioning and Contracts Team, with a focus on the management of specific projects and outcome based commissioning. To work on transformational and ad-hoc projects, providing challenge and advice where appropriate and help the delivery of agreed targets.
<u>POST NO.</u>	POS001035
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To support change, challenge existing practice and actively seek ways to achieve better service outcomes.
2. To work with senior managers, the Commissioning and Contracts Team, stakeholders and partners to further embed the current approach to commissioning which secures the best outcomes for people and their families, maximising the efficient use of resources.
3. Contribute to the further development and implementation of the Commissioning and Contracts Team function.
4. Deputise for the Strategic Commissioning Managers accordingly.
5. Ensure that the total resource available for service users is used to improve outcomes in the most efficient, effective, equitable and sustainable way. To work with multi-disciplinary groups including service leads, performance and data, finance and procurement services.

6. Support a co-ordinated approach, with partners to bid for external funding to maximise resources and increase potential for successful submissions, including collaboration with other authorities and CCG's.
7. Support the development of commissioning strategies.
8. Support the development and delivery of appropriate joint needs analysis, planning arrangements, service specifications, contract and quality management arrangements, performance monitoring arrangements and evaluation processes.
9. Support contract negotiations and re-negotiations and the preparation of service specifications for providers including in-house and external providers. This will involve meeting with stakeholders and service users.
10. Ensure that strong partnerships are developed with all strategic partners, service providers and other stakeholders to understand and meet the needs of people in Darlington. This will also include advising, influencing and supporting the need for change with elected members and other stakeholders.
11. Support front line services to horizon-scan for 'best practice' and identify the most effective delivery models to modernise services.
12. Work with frontline teams to identify areas of underperformance and diagnose the most effective actions to bridge the gap.
13. Ensure that all commissioning decisions are based on robust needs analysis taking into account demographics, financial pressures and national and regional policy drivers.
14. Assist with the strategic direction for formal partnerships, joint commissioning projects and pooled budgets arrangements.
15. Identify external funding opportunities and the lead the development of funding bids that help secure extra resources to deliver key projects.
16. To assist in the development and implementation of effective commissioning strategies that help to allocate resources in the most effective way to improve outcomes for children and families.
17. Ensure that service specifications clearly set out the outcomes to be achieved, and how they will be measured.
18. Interpret and advise on National and Local Legislation and Policy as appropriate, ensuring that statutory compliance is maintained.
19. Develop effective relationships with contracts officers to support quality monitoring arrangements, implement effective quality standards, safeguarding requirements and contract management arrangements that ensure services are safe and deliver better value for money in all the services commissioned.

20. Work closely with contracts officers to strengthen the Council's relationship with private, public, independent and voluntary providers to shape and develop local market capability and capacity.
21. Using client feedback and provider contract performance information to monitor and evaluate the delivery of commissioned services, identify and manage risk, and report regularly on progress.
22. Promote and implement the Council's Equality and Diversity policy.
23. Provide challenge, advice and project management support to Transformation work stream leads on a range of commissioning issues, to ensure targets proposed are realistic and achievable.
24. Regularly meet with Transformation work stream leads to discuss the Commissioning and Contracts Team's programme and projects and the impact on operational areas of the organisation, helping develop solutions which ensure operational stability during the times of change
25. Support specific projects which contribute to specific corporate objectives including new models of commissioning.
26. Assist and advise on change management projects with an emphasis on organisational development, service improvement and new cost effective models of care.
27. Work with Senior Managers to help manage the transition of change in the organisation. Identifying what changes in processes, procedures and practices are needed to achieve the change and deliver the planned targets.
28. Help to develop models, test assumptions and define appropriate measures to assess realisation. Maintaining regular contact with work stream leads to assess the benefits and disadvantages arising in the course of specific projects.
29. Provide strategic challenge and persuading on alternative recommendations where issues with particular projects are identified.
30. Maintain regular contact with other Business Change Partners to identify, assess and co-ordinate any links between work streams, advising on the implications where necessary.
31. Ensure that managers have the necessary information to communicate changes and their impact to services.
32. Recommend whether to proceed with transition or researching alternative options along with any related risks and benefits.
33. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
34. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts,

hospitality and other matters covered by the Code.

35. Carry out your role in line with the Council's Equality agenda.
36. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
37. Any other duties of a similar nature related to this post that may be required from time-to-time.
38. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
39. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
40. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2020

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
COMMISSIONING OFFICER
POST NO. POS001035

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Appropriate professional qualification and/or relevant degree		D
Experience & Knowledge			
2	Commissioning experience	E	
3	Approx. 3 years' experience of implementing, monitoring and reviewing policies and procedures	E	
4	Experience of contributing towards the development of new ways of working or new models of service delivery	E	
5	Experience of establishing and maintaining effective monitoring systems	E	
6	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
7	Understanding of Children, Adults, Education or Health related services	E	
8	Experience of working with the Third Sector		D
9	Experience of working in formal partnerships		D
10	Knowledge and understanding of safeguarding children and vulnerable adults		D
Skills			
11	Able to analyse complex performance and operational data, and use this to undertake performance management including measurement of outcomes and to generate efficiencies.	E	
12	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
13	Ability to interpret figures with skill and understanding	E	
14	Ability to present information in a logical and systematic manner	E	
15	Ability to demonstrate organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
16	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
17	IT Literate, capable of using MS Word / Excel and office packages	E	
18	Effective financial management skills		D
Personal Attributes			
19	Ability to be able to identify and solve problems	E	

20	Committed to ongoing professional development and learning	E	
21	Flexible approach to work and working arrangements and ability to work outside of normal working hours, which may include evening/night, early morning or weekend working on an infrequent basis	E	
22	Committed to the principles of equality and diversity	E	
Special Requirements			
23	Able to work outside normal office hours when required	E	
24	Satisfactory Standard DBS Disclosure	E	
25	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
26	Capable of independent travel to carry out the requirements of the post	E	