**Job Description & Person Specification**

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| **Post Title** | Commissioning Support Officer |
| **JE Reference**  | W1091 | **Grade**  | F | **SCP Range** | 29-31 |

**Reporting line:**

Children and Families Commissioning Lead

Commissioning Support Officer

# **Job Purpose:**

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To support the children’s commissioning function by undertaking a range of tasks to ensure that organisations who provide services to our most vulnerable children and young people are commissioned effectively.

# **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. To support the commissioning and procurement activity of Redcar and Cleveland in accordance with the council’s regulations and statutory regulations, including EU Public Procurement activity
2. To collect, analyse and report key performance indicators and contract expenditure data in line with current contract requirements
3. To support commissioning officers by awarding individual placement agreements and contracts in respect of existing on and off framework arrangements for education and social care placements for children
4. To work with the Children and Families Commissioning Lead to improve communication within the team to effectively plan and forecast spend against complex commissioning frameworks
5. Implement robust monitoring arrangements to enable contact compliance duties and responsibilities to be undertaken across children’s commissioned services
6. Establish operative working relationships with internal and external partners to ensure effective service delivery
7. To contribute to the development of needs assessments and support in the development of commissioning strategies
8. Identify gaps in data collection, and use data to take forward commissioning priorities
9. To produce accurate management information systems for monitoring and evaluation purposes in line with commissioned services
10. To support with contract negotiations and discussions with providers in line with current contract arrangements
11. To consult with service users to review the quality of service delivery , and to ensure service user participation and engagement .

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with 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- Louisa Dickens

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| **POST TITLE** | **GRADE** |
| Commissioning Support Officer  | F |

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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** | * Significant Contract management experience
* Experience of local authority procurement processes
* Significant experience of establishing and maintaining good working relationships with external organisations / individuals
* Experience of maintaining complex commissioning frameworks and capturing data to enable effective monitoring of service provision
* Experience of developing, maintaining and monitoring financial procedures and systems to support data collection
* Experience of working across Childrens services
 | * 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
* Understanding of national legislation to support vulnerable children and young people
* Good Negotiation skills
 |  | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Good level of general education;
* NVQ Level 3 or equivalent administrative qualification / experience;
* Good knowledge of Microsoft Office and Email packages;
* Understanding of the relevant legislation around data protection.
* 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
 |  | 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
 | * 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