

JOB DESCRIPTION

Department: People & Communities

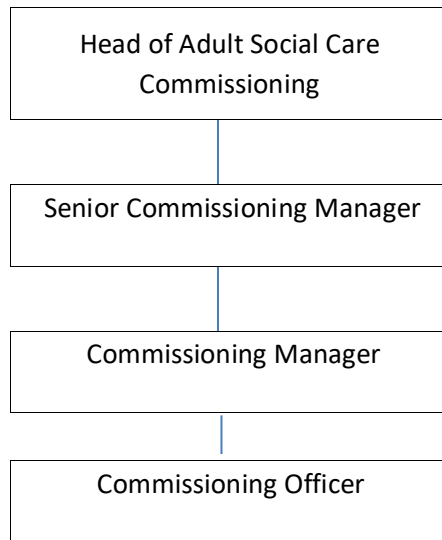
Division: Adult Social Care Commissioning

Job Title: Commissioning Officer

Grade: 8

Reports to: Commissioning

Manager Organisation Chart:



Does the post require a DBS

Commissioning Officer

check?
 Standard []

Enhanced [X]

Is post exempt under Rehabilitation of Offenders Act (1974) in respect of declaration of spent convictions?

Yes []

No [X]

Line management responsibility:

No. of direct reports [0]

No. of indirect reports [0]

Size of budget:

£ 0

Job Purpose:

- To support delivery of People and Communities' strategic priorities and commissioning intentions.
- To provide assistance to Commissioning Managers in discharging their duties to manage and deliver strategic commissioning projects and to undertake all tasks and processes related with the commissioning process on behalf of Adult Social Care including needs assessments, strategy development,

service specifications for contracts, contract compliance, continuous quality improvement and options appraisals.

- To support Commissioning Managers to ensure that a project management approach is built into all aspects of the work, working with key stakeholders and partners to deliver the strategic priorities of the People and Communities Directorate.
- To support Commissioning Managers in the development and implementation of quantitative and qualitative national and locally agreed outcomes across a range of areas.
- To focus on improving existing - and exploring different - ways of working, and on the development of local systems to deliver services with high quality outcomes for people and communities.
- To support the Commissioning Manager to develop partnership working processes, project plans and commissioning strategies with a wide group of internal and external stakeholders. Ultimately devising robust service specifications with measurable outcomes, monitoring those outcomes to demonstrate the benefit the service has for the people and communities of Cambridgeshire and Peterborough - strengthening the councils' role as commissioning bodies.

Main Duties & Responsibilities:

- To support the commissioning manager to discharge their functions.
- To assist commissioning managers in undertaking needs assessments by collecting, benchmarking and analysing information and drafting the needs assessments in order to shape priorities for improvement, identify market deficiencies and support the allocation and effective use of resources.
- To assist the commissioning managers in developing and implementing strategies which meet the strategic priorities of the people and communities Directorate.
- To assist commissioning managers leading on comprehensive contract management of a portfolio of commissioned services including annual audit cheques.
- To assist commissioners in the development and implementation of quality assurance and performance measurements which enhance the delivery of the service and mitigate the council's risk against underperformance.
- To provide commissioning managers with specialist support where contracts are not performing, supporting the implementation of robust improvement frameworks to ensure the struggling service reaches the required standard in the agreed time scales.
- To assist commissioning managers on the development and implementation of methodology and techniques to undertake options appraisals.
- To undertake on behalf of commissioning managers the financial administration of services across a range of portfolios. Next line to provide

assistance with and at times lead on commercial development activity that will maintain or increase income of the council.

- To develop effective and creative networks and working relationships with a range of stakeholders, internal and external to the Directorate, to support the delivery of strategic priorities for the people and communities Directorate.
- To assist the lead commissioning manager on service development for a range of specialist areas, including assisting the development and implementation policy and strategies for that area.
- To assist with a range of commissioning projects and ensure they deliver the required outcomes within agreed time scales, being accountable for the key outcomes for those projects.
- To undertake equality impact Assessments for proposed policies, projects and services.
- To ensure projects are delivered within agreed cost and time scales.

Generic Responsibilities:

- To carry out all responsibilities with regard to the council's Equality, Diversity and Inclusion Policy and procedures and customer care policy.
- To comply with all Health and Safety at Work requirements as laid down by the employer.
- The council is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment.

Flexibility Clause:

- Other duties and responsibilities express and implied which arise from the nature and character of the post within the Department or section mentioned above or in a comparable post in any of the organisations other sections or departments.

Variation Clause:

- This is a description of the job as it is constituted at the date shown. It is the practise of this authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

