

Job Description

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| Department: | People and Communities |
| Division/Section: | Commissioning |
| Job Title: | Commissioning Officer |
| Post No: | |
| Grade: | 8 |
| Reports to: | Commissioning Manager |
| Organisation Chart: Show immediate manager and any jobs reporting to this post. | <pre> graph TD A[Head of Service: Commissioning, Pet] --> B[Senior Commissioning Manager] B --> C[Commissioning Manager] C --> D[Commissioning Officer] </pre> |
| DBS Check applicable? | Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/> |
| | Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Line Management responsibility for: | No. of direct reports: 0 No. of indirect reports: 0 |
| Size of budget: | £0 |
| Job Purpose: | <p>To support the delivery of People and Communities' strategic priorities and commissioning intentions.</p> <p>To provide assistance to commissioning manager 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 children's and adults social care, education and health, including needs assessments, strategy development, service specifications, the letting and management of contracts, contract compliance, continuous quality improvement and options appraisals.</p> |

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| | <p>To support the commissioning manager 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.</p> <p>To support the commissioning manager in the development and implementation of quantitative and qualitative national and locally agreed outcomes across a range of areas. Focus on improving existing, and exploring different, ways of working, and the development of local systems, to deliver services with high quality outcomes for people and communities.</p> <p>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 Peterborough - strengthening the Council's role as commissioner.</p> |
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Main Duties and Responsibilities:

- To support the commissioner to discharge their functions
- To assist commissioners 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 commissioner in developing and implementing strategies which meet the strategic priorities of the People and Communities directorate
- To assist commissioning manager's lead on comprehensive contract management of a portfolio of commissioned services including annual audit checks
- To assist commissioning managers 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 timescales
- To assist commissioning manager 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
- 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 timescales, 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 timescales

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| Generic Responsibilities: | <p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p> |
| Flexibility Clause: | <p>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 Organisation's other sections or departments.</p> |
| Variation Clause: | <p>This is a description of the job as it is constituted at the date shown.</p> <p>It is the practice 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.</p> <p>This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>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.</p> |

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COMPLETED BY:

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Person Specification

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| JOB TITLE: | Commissioning Officer | POST NO: | |
| GRADE: | 8 | DEPARTMENT: | People & Communities |
| HOURS | 37 | | |
| DIVISION: | Commissioning | DIRECTOR: | Wendi Ogle-Welbourn |
| DATE: | 28.03.2017 | COMPLETED BY: | H Carr |

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| KNOWLEDGE | <ul style="list-style-type: none"> A good knowledge of commissioning processes and commissioning policy (A&I) An excellent knowledge of Microsoft Office, specifically Outlook and Word Knowledge of commissioning in Adults Social Care, Children's Services, Public Health and Community Safety and Cohesion (A&I) | <ul style="list-style-type: none"> Understanding of the key drivers and market forces which impact existing services and the commissioning of future services (A&I) |
| SKILLS & ABILITIES | <ul style="list-style-type: none"> Ability to work in partnership and develop relationships with a number of key bodies and individuals both internal and external (A&I) Ability to support and assist a number of projects which run concurrently (A&I) Ability to construct and write reports to a good standard under the supervision of Commissioners Excellent ICT Skills (A&I) Excellent communication skills (A&I) Innovative thinker, good problem solver (A&I) Good analytical skills (A&I) Excellent interpersonal skills to communicate highly complex information succinctly, in an organised and appropriate manner both verbally and in writing at all levels including non-specialists (A&I) Excellent organisational skills | |
| EXPERIENCE | <ul style="list-style-type: none"> Experience of working in a professional environment Experience of working in a team (A&I) Experience of working with a range of stakeholders (A&I) Experience of assisting with projects (A&I) | <ul style="list-style-type: none"> Experience of managing budgets and financial administration |
| QUALIFICATIONS | <ul style="list-style-type: none"> 5 GCSE's including Maths and English | <ul style="list-style-type: none"> Relevant health or social care qualification (A&I) Qualified to degree level |

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| | | (A&I) |
| PERSONAL CIRCUMSTANCES | | |
| EQUALITY | Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities (A&I) | |
| CUSTOMER CARE | Knowledge and understanding of effective customer care (A & I) | |

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*