

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Commissioning Officer

Vacancy ID: 007311

Salary: £29,323 - £31,601 Annually

Closing Date: 02/04/2017

Benefits & Grade

Grade K

Contract Details

1 x Permanent

1 x Fixed Term for 12 months

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are looking for a reliable self-motivated person to provide support to Stockton Borough Councils' Adult Strategy Team to manage commissioning processes, ensuring value for money and quality services are delivered to adult residents of the borough.

The successful candidate will manage the commissioning of services for individual or group contracts from producing the service specification through to tender evaluation, notification of contract and transition to new service provider, where appropriate, and maintain appropriate documentation. The role involves working closely with Care Managers and service users.

The post holder will be responsible for the monitoring and review of provider performance, in accordance with the annual programme and quality monitoring systems, this will require liaising with internal colleagues, external partners and other organisations as appropriate.

Previous experience of working in a social care setting would be an advantage.

The post holder will be required to communicate across all levels within the organisation including external partners and agencies.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Rob Papworth, Strategic Commissioning Manager, on 01642 528441 or Liz Boal, Strategic Commissioning Manager, on 01642 524553.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**ADULTS & HEALTH
JOB DESCRIPTION**

Post Title: Commissioning Officer
Post Ref: 20523
Grade: Grade K
Responsible to: Strategic Commissioning Manager / Development Manager as allocated

Job Purpose:

To manage contract commissioning processes ensuring value for money quality services are delivered to adult residents of the borough.

Main Duties and Responsibilities:

1. To manage the procurement of services for individual or group contracts from producing the service specification through to tender evaluation, notification of contract and transition to new service provider, where appropriate, and maintain appropriate documentation.
2. To work closely with Care Managers and service users in the purchase and review of individual care/support packages including funding arrangements.
3. To monitor and review provider performance, in accordance with the annual programme and quality monitoring systems, liaising with internal colleagues, external partners and other organisations as appropriate.
4. To engage with providers to ensure quality standards are maintained and gather accurate and timely market intelligence.
5. To develop and communicate best practice across providers to improve the quality of services delivered, including regular meetings, facilitate and deliver training/briefing sessions etc.
6. To support providers in developing action plans to minimise the potential of provider failure and in such an event support the Strategic Commissioning Manager in fulfilling the Council's obligations in accordance with the Care Act.
7. To ensure engagement with service users, carers and partner organisations in raising awareness of key adult issues, eg dementia/mental health, through forums and meetings as appropriate, and taking forward project work in such areas to identify service improvements.
8. To support the Development Manager in:-
 - shaping services to meet current and future needs through research, analysis and development of services
 - the development, monitoring and review of information and advice including the content management service directory and associated systems.
9. To respond to requests for information and investigate complaints, where appropriate and participate in safeguarding meetings and investigations.
10. To support the provision of advice and information in relation to service providers/directories/support packages etc. to colleague, service users and carers
11. To advise and support operational staff in commissioning and performance matters.

12. To Support the Commissioning Manager in the design of services.
13. To engage with and involve service users, carers and staff in the redesign of services to ensure they are “fit for purpose” and undertake customer feedback surveys as appropriate.
14. To provide management information and produce briefing reports.
15. To attend local and regional meetings, as appropriate.
16. To work in partnership with Health, as required.
17. To ensure awareness of the Councils processes and protocols in relation to Information Security Guidelines, information sharing protocols and the Data Protection Act.
18. To ensure that duties are undertaken with due regard and compliance with Safeguarding requirements, the Data Protection Act and other legislation.
19. To ensure all customers, both internal and external, receive a consistently high quality level of service commensurate with the standards required by Stockton-on-Tees Borough Council.
20. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority’s health and safety rules and legislative requirements.
21. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
22. To undertake such other duties and responsibilities commensurate with the grading and nature of the post

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders rules and working practices, methods and procedures and reviews, as directed from time to time.

**ADULTS & HEALTH
PERSON SPECIFICATION**

Post Title: Commissioning Officer
Post Ref: 20523

FACTOR	ESSENTIAL	DESIRABLE
Qualifications and Education	Educated to degree level or equivalent and holder of a recognised professional qualification by examination or by substantial direct experience in the area of work	Qualification in Health or Social Care or public service procurement and commissioning
Experience and Knowledge	<p>Experience of working in a commissioning setting and delivery of value for money commissioned services.</p> <p>Knowledge and experience of relevant regulations, legislation and practice that influence the procurement and development of commissioned adult services, in particular the Care Act.</p> <p>An understanding of shaping a vibrant market place to commission services from.</p> <p>Understanding of multi-agency working.</p> <p>Experience of relationship management with service providers and the ability to communicate effectively with a view to influencing and negotiating outcomes which best meet the interests of service users/provision of commissioned services.</p> <p>Experience of managing and delivering procurement of services which meet the assessed needs of service user in respect of quality and value for money.</p> <p>Experience of preparing contract specifications and managing a procurement process.</p> <p>Experience of analysing and preparing data in an understandable format.</p> <p>Experience of report writing.</p> <p>Experience of presenting reports.</p> <p>Knowledge and experience of using ICT.</p> <p>Knowledge of financial management</p>	<p>Experience of chairing meetings</p> <p>Experience of multi-agency working</p> <p>Experience of project management</p>
Skills and abilities	<p>Good verbal and written communication skills.</p> <p>Good presentation skills</p> <p>Good influencing and negotiation skills</p>	Understanding and use of spreadsheets and excel

	<p>Ability to lead and motivate a range of people from different backgrounds and levels within organisations</p> <p>Good organisational, planning and co-ordination skills including time management</p> <p>IT skills</p> <p>Ability to develop innovative solutions to difficult situations that are acceptable to a number of stakeholders</p>	
Personal Attributes	<p>Client focussed</p> <p>Positive approach and motivated</p> <p>Team player</p> <p>Resilient</p> <p>Diplomatic</p> <p>Perceptive</p> <p>Enthusiastic</p> <p>Ability to work to tight deadlines</p> <p>Attention to detail</p>	
Special Requirements	<p>The post holder must have the capacity for independent travel across the borough.</p>	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.