

**Job Description**

**Job Title:** Commissioning Support Officer

**Salary Grade:** Grade 4

**SCP:**

**Job Family:**

**Job Profile:**

**Directorate:** Together for Children

**Job Ref No:**

**Work Environment:** Civic Centre

**Reports to:** Policy, Planning and Business Development Manager

**Purpose:**

Working as part of a team to ensure that Together for Children commissions services to meet the needs of our children, young people and families and that these services are then closely monitored to keep their spending and performance on track .

**Key Responsibilities:**

The post-holder will:

Support the external placement process including:

* Issuing NE12 call-offs on the NEPO portal for pre-16 and post-16 educational placements, residential placements and short breaks placements
* Ensuring that Children’s Social Care has submitted the correct paperwork initially and then award the placement following the ten-day call-off period
* Liaising with Children’s Social Care and providers outside the NE12 framework where young people have to be placed in an emergency or off-framework if there is not an NE12 provider to meet their needs
* Issuing Individual Placement Agreements (IPA)s
* Liaising with external placement providers to ensure that documentation such as Ofsted reports and Regulation 44 reports are submitted in a timely fashion.

Support home-school transport including:

* Liaising between parents/carers, school and taxi companies to resolve any issues associated with home-school transport.

Support the generic commissioning process by:

* Providing a point of contact for financial information (e.g. invoices) and performance and related data (e.g. referrals, closure forms and case studies)
* Ensuring that invoices are processed in a timely fashion
* Updating finance and performance spread sheets
* Updating the contract schedule
* Preparing for meetings e.g. issuing invitations, booking rooms, circulating meeting papers and preparing finance and performance data for presentation.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Person Specification**

**Job Title:** Commissioning Support Officer

**Essential Requirements**

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| **Requirement** | **Method of Assessment** |
| **Experience**Experience in an office environment undertaking administrative and financial duties including invoice payment and budget monitoring. | **Application form/Interview** |
|  **Experience**Experience of the commissioning process or the ability to acquire this. | **Application form/Interview** |
| **Skills and Knowledge**  Attention to detail and the ability to establish and maintain logical and ordered data/information tracking processes. | **Application form/Interview** |
| **Skills and Knowledge**  Some knowledge of the issues facing vulnerable children, young people and families and the ability to develop further knowledge within the first year of employment. | **Application form/Interview** |
| **Communication (verbal)** Ability to share information and obtain information from others including parents/carers, schools and commissioned providers through face-to-face or telephone interaction. | **Application form/Interview** |
| **Communication (written)** Ability to share information and obtain information from others through written communications. | **Application form/Interview** |
| **Listening** Listens to others to assess requirements in order to respond appropriately and efficiently | **Application form/Interview** |
| **PC Skills** Able to effectively use a PC to input data, record information and prepare documents. | **Application form/Interview** |
| **PC Skills** Able to effectively use Microsoft Office to present finance and performance data in a clear and logical way. | **Application form/Interview** |
| Commitment to Equal Opportunities | **Application form/Interview** |

March 2018