



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Commissioning Officer - Market Management

GRADE: Band 8

RESPONSIBLE TO: Joint Market Management and Quality Lead

RESPONSIBLE FOR: -

Overall Objectives of the Post:

The Commissioning Officer is part of the Joint Commissioning Team which - innovatively - jointly spans the Local Authority and CCG.

This is a key role across the CCG and Local Authority and the post-holder will manage a small team responsible for commissioning services to cover all client groups and service types, from birth to death following assessment of needs from Children and Adult services.

They will contribute to robust and regular needs assessment to establish a full understanding of current and future local needs and requirements and commission services that optimise health and wellbeing outcomes for service users and provide good value for money.

They will ensure that there is clear evidence presented in relation to the decision making process around commissioning of services and ensure that all services commissioned through the commissioning team are cost effective and met the needs identified within the social worker assessment.

They will apply a project management approach and structure to the delivery of their commissioning work and will demonstrate high levels of capability in terms of relationship management and partnership working.

They will contribute to the forging of excellent joint working relations between agencies including service users and carers, North East Commissioning Support Service, and providers from the NHS, private, voluntary and community sectors to commission high quality services that improve health and well-being outcomes for adults and families.

The post holder will be expected to take a lead role across key programme areas, attend panels, and develop and implement approaches to market management.

Key Tasks of the Post

MAIN DUTIES

Commissioning

1. To work closely with Procurement, Commissioning Support Officers, service users and carers in the commissioning, procurement and monitoring of services.

2. To support the operational team across children and adult services in the development of individual packages of support specifications for commissioned services ensuring that they meet the needs of the borough and the population.
3. To be an active member of all funding panels within children and adults services to ensure that proposed packages of care provide the most cost effective option for both LA and CCG . This includes ensuring that there is clear evidence in relation to eligibility in relation to both health and social care funding streams.
4. To escalate issues to Senior Joint Commissioning Managers in thorough and timely ways.

Joint Working

5. To work in partnership with other Local Authority departments, Clinical Commissioners, Public Health Specialist staff, service users and carers, North East Commissioning Support Services and providers from the NHS, private, voluntary and community sectors to establish effective services and re-engineer or decommission services no longer needed.
6. To participate in the development of an integrated approach to joint commissioning across health and care
7. The postholder will be expected to work in partnership with clinical, medical and non clinical colleagues across the South Tyneside Partnership, with key relationships up to Director level.

Programme Management

8. To contribute to the development and delivery of their team's commissioning work programme.
9. To contribute to the commissioning of innovative and cost effective services and schemes.
10. To adopt a project management approach to the completion of their commissioning work and to work to deadlines as required by the services.
11. To play a key lead role in the development and implementation of key work programmes which span both health and social care, for example SEND and PHBs.

Quality Management and Co-production

12. To ensure that all commissioned services deliver a person centred approach that engages individuals in their own treatment and care, promotes independence, choice and control and puts dignity at the heart of care and support.
13. To ensure that people are involved in the commissioning cycle so that their views and experiences lead to better decision about the design, improvement, integration and modernisation of local services.
14. To ensure that individuals and groups that find it hard to have their say, because they are socially excluded, vulnerable or experience the worst health are listened to, involved and consulted.
15. To apply the highest standards of care in the execution of their commissioning role, ensuring full compliance with all relevant Care Quality Commission standards and the Council's procurement, contract and finance standards to secure best value services
16. To ensure that all are treated fairly and equally, and that the Council and the CCG are meeting their responsibilities under the Equality Act (2010).

Performance Management and Legislation

17. To contribute to reviews of existing services and schemes, working closely with other funding and external commissioning partners, to ensure that quality services are delivered and value for money is achieved according to NHS and Local Authority statutory and local frameworks respectively.

18. To collect and collate performance, activity and quality data for their services to facilitate the production of accurate, informative and timely performance reports that meet departmental, corporate, partnership, and government requirements.
19. To evaluate commissioned services' performance and activity to ensure that the Council, CCG and local people are receiving value for money and that statutory responsibilities are being met.
20. To comply fully with the Local Authority's and CCG's systems including finance, procurement and legal governance, risk management, performance monitoring, information governance and staff performance management.
21. To keep abreast of new legislation, NHS policy, Local Government policy, best practice and of external factors relevant to the development of health and social care services.

Market Development

22. To develop an expert knowledge of the relevant local market.
23. To ensure that the local market is clear about South Tyneside's requirements and is supported to change and develop so that those requirements can be best met.
24. To contribute to commissioning and market development initiatives on behalf of the Local Authority and/or CCG taking a co-productive approach.
25. To contribute to strategic communication with the market through the development of a local Market Position Statement.
26. To ensure that provider failure plans are in place to enable continued service delivery for South Tyneside's most vulnerable residents.

Management Reporting

26. To contribute to the production of strategic documents and reports analysing data and making recommendations, and presenting these as required to relevant Committees, Governing Board and other fora.

Other

27. To participate in and provide training and development activities as necessary to ensure up to date knowledge and skills.
28. To chair meetings including inter-agency, multi-disciplinary meetings as required.
29. To attend meetings on behalf of the Senior Joint Commissioning Manager when required.
30. To represent the LA and/or CCG at appropriate forums and provide external training and information widely for external organisations.
31. To undertake other duties commensurate to the grade of the post.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Local Authorities and CCG's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.

- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Health and Safety Policy and relevant Health and Safety legislation.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SD/CL

Date: 6.09.19