



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Commissioning Officer

GRADE: Band 8

RESPONSIBLE TO: Joint Commissioning Lead

Overall Objectives of the Post:

You will support the work of the Commissioning Unit to ensure that the council's and CCG's resources are used to commission services that make a positive impact, meet our statutory obligations, and contribute to the overall strategic objectives. You will work collectively as part of the commissioning unit with a specific focus on the management of specific projects and outcome based commissioning. You will combine a strong understanding of commissioning processes with good knowledge of the current needs of the borough and both the national and local agenda across adult and children services.

You will work on transformational projects within workstreams, providing challenge and advice where appropriate, to help realise the delivery of agreed targets.

You will undertake work on an ad-hoc or special projects at the request of the Head of Commissioning and the Joint Commissioning Manager/lead.

Key Tasks of the Post:

1. *You will lead change, challenging existing practice and actively seeking ways to achieve better service outcomes. You will:*

- Work with senior managers in the Council, the Commissioning Unit, Corporate Procurement Service, stakeholders and partners to further embed the current approach to integrated and joint commissioning which secures the best outcomes for people and their families, maximising the efficient use of resources.
- Contribute to the further development and implementation of the Commissioning Unit function.
- Deputise for the Joint Strategic Integration Manager accordingly.
- Ensure that the total resource available for service users is used to improve outcomes in the most efficient, effective, equitable and sustainable way. You will work with multi-disciplinary groups including service leads, performance and data, finance and procurement services.
- Lead a co-ordinated approach, with partners to bid for external funding to maximise resources and increase potential for successful submissions, including collaboration with other authorities and CCG's.
- Support both the CCG and LA to develop a commissioning strategy and lead the commissioning function across the Group.

- Support the development and delivery of appropriate joint needs analysis, planning arrangements, service specifications, contract and quality management arrangements, performance monitoring arrangements and evaluation processes.
- Lead contract negotiations and re-negotiations and the preparation of service specifications for providers including in-house and external providers - including meeting with stakeholders including service users.
- Supervise, appraise and undertake personal development plans of relevant commissioning officers.
- Ensure that strong partnerships are developed with all strategic partners, service providers and other stakeholders to understand and meet the needs of people in South Tyneside. This will also include advising, influencing and supporting the need for change with elected members and other stakeholders.
- Support front line services to horizon-scan for 'next practice' and identify the most effective delivery models to modernise services.
- Work with frontline teams to identify areas of underperformance and diagnose the most effective actions to bridge the gap.
- Ensure that all commissioning decisions are based on robust needs analysis, that take into account demographics, financial pressures and national and regional policy drivers.
- Set the strategic direction for formal partnerships, joint commissioning projects and pooled budgets arrangements.
- Identify external funding opportunities and the lead the development of funding bids that help us secure extra resources to deliver key projects.

2. *You will develop and implement effective commissioning strategies that help us to allocate our resources in the most effective way to improve outcomes for children and families. You will:*

- Ensure that service specifications clearly set out the outcomes we want our services to achieve, and how we will measure them.
- Interpret and advise on National and Local Legislation and Policy as appropriate, ensuring that statutory compliance is maintained.
- Develop an effective relationship with the Corporate Procurement Service (CPS), and in conjunction with the CPS implement effective quality standards, safeguarding requirements and contract management arrangements (including payment by results) that deliver better value for money in all the services that we commission.
- Work closely with the CPS, strengthen the Council's relationship with private, public, independent and voluntary providers to shape and develop local market capability and capacity.
- Using client feedback and provider contract performance information supplied by the CPS monitor and evaluate the delivery of commissioned services, identify and manage risk, and report regularly on progress.
- Promote and implement the Council's Equality and Diversity policy.

3. *Support the management of the Commissioning Unit. You will:*

- Provide challenge, advice and project management support to workstream leads on a range of commissioning issues, to ensure targets proposed are realistic and achievable.
- Regularly meet with workstream leads to discuss the Commissioning Unit's programme and projects and the impact on operational areas of the organisation, helping develop solutions which ensure operational stability during the times of change.

- Lead on specific projects which contribute to specific corporate objectives including new models of commissioning.
- Assist and advise on change management projects with an emphasis on organisational development, service improvement and new cost effective models of care.
- Work with Senior Managers to help manage the transition of change in the organisation. Identifying what changes in processes, procedures and practices are needed to achieve the change and deliver the planned targets.
- Help to develop models, test assumptions and define appropriate measures to assess realisation. Maintaining regular contact with workstream leads to assess the benefits and disadvantages arising in the course of specific projects.
- Provide strategic challenge and persuading on alternative recommendations where issues with particular projects are identified.
- Maintain regular contact with other Business Change Partners to identify, assess and co-ordinate any links between workstreams, advising on the implications where necessary.
- Ensure that managers have the necessary information to communicate changes and their impact to services.
- Recommend whether to proceed with transition or researching alternative options along with any related risks and benefits.
- Manage and monitor key commissioning budgets, and ensure that budget information is understood and reported in an accurate and timely manner.

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: SG/CL

Date: 27.09.19