South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Commissioning Officer

GRADE: Band 8

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	• Appropriate professional qualification and/or relevant diploma		• Application form • Certificates
Work Experience	• Commissioning experience • Experience of strategy and policy development and implementation • Able to analyse complex performance and operational data, and use this to undertake performance management including measurement of outcomes and to generate efficiencies • Experience of contributing towards the development of new ways of working or new models of service delivery • Experience of developing effective monitoring systems	• Sound financial management skills • Experience of working with the Third Sector • Experience of working in formal partnerships	• Application form • Interview • References • Presentation
Knowledge/ Skills/ Aptitudes	• Understanding of Children, Adults, Families or Health related services • Good communication skills • Good numeracy skills	• Sound financial management skills • Knowledge and understanding of safeguarding children and vulnerable adults	• Interview • References • Presentation
Disposition	• Able to work flexibly and to strict deadlines • Committed to ongoing professional development and learning • Flexible approach to work • Committed to the principles of equality and diversity		• Interview • References

Circumstances	• Able to work outside normal office hours when required • Baseline Security Clearance	• Full current driving licence or access to a means of mobility support	• Application Form • Interview • Basic check