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| **Job Description** |
| **Post title** | Commissioning Officer |
| **JE Reference No** | N8011 |
| **Grade** | Grade 10 |
| **Service** | Adult and Health Services |
| **Service Area** | Commissioning Services |
| **Reporting to** | Senior Commissioning Officer |
| **Location** | Your normal place of work will be the Durham area. However, you may be required to work at any council workplace within County Durham. |
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| **DBS** | **CHILDRENS COMMISSIONING ONLY** – This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will support the commissioning, procurement, contracting and post contractual management of services. The commissioning and contracting team implement commissioning strategies and ensure that commissioned services achieve the highest standards of quality and performance in line with prescribed standards.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Contribute to the development of commissioning strategies including assessments of need and mapping of supply.
* Contribute to market development and management including collecting market intelligence, market testing and option appraisal.
* Assist in service design and re-design work, including working with service users and providers as part of design and consultation exercises
* Manage individual procurement exercises.
* Negotiate and agree effective contracting arrangements across the full range of relevant services with public, private and voluntary sectors, and monitor placements as required.
* Monitor the quality and performance of service providers and, where necessary, take action to improve performance and quality including enforcement action and help to establish effective, coordinated approaches with other agencies and regulatory bodies.
* Contribute to the maintenance of effective relationships with service providers.
* Contribute to the development of policies, procedures and best practice and contribute to the development and implementation of plans and reports.
* Represent the Service at meetings, on working groups, in forums and other settings.
* To assist in the production, monitoring and analysis of financial information and to contribute to the development and use of systems including IT based systems.
* Commitment to continuous professional development.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to foundation degree level or equivalent
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| Experience | * Substantial experience in a relevant role.
* Experience of preparing and presenting analytical reports.
 | * Project management training and/or experience.
* Experience of multi-agency work within social care or housing.
* Experience of system and process design and implementation.
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| Skills & Knowledge | * Time Management skills.
* Negotiation skills.
* Effective written and verbal communication skills.
* Commitment to continuous professional development.
* Knowledge of social care and/or housing or health policy and practice.
* Understanding of commissioning processes including service design/re-design, value for money, procurement, contracting, post contractual quality and performance management.
* Understanding of markets.
* Understanding of partnership working.
* Understanding of performance information.
* Confidentiality
* Can work effectively with colleagues from a number of other agencies
* Research and gather information
 | * Understanding of joint commissioning processes.
* Good presentation skills
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| Personal Qualities | * Demonstrable commitment to Equal Opportunities.
* Personal commitment and drive.
* Interpersonal skills.
* Self-motivating with good organisational skills.
* Ability to work on own initiative and in a range of situations.
* Ability to contribute to team and partnership working.
* Observe integrity, openness and accountability.
* Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance).
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