

## Commissioning Officer

## Role Profile

**Service:** Commissioning

**Grade:** Band 9

**Reporting to:** Specialist Commissioners

**Responsible for:** Commissioning Support Officers



### We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## A day in the life

'A day in the life' section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'you have' section explores what qualifications and experience you will need for the role and the 'your strengths' section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

### Your Main Priorities

- Provide support to all aspects of the commissioning cycle for public health and population well-being outcomes, adult social care, children and young people's health service provision and children's services
- To enable the delivery of strategic priorities by undertaking duties specified in this job description as allocated against the following work streams:
  - Learning Disabilities and Mental Health
  - Quality Assurance, Packages and Placements
  - Personalisation and Care Act
  - Early Help and prevention
  - Public health
  - CCG health service commissioning

### Key duties

- To identify, advise, and recommend services to be commissioned taking into account the resources available and Council's strategic priorities.
- To plan and organise a broad range of complex tasks and activities requiring formulation and adjustment of plans, policies, pathways and strategies.
- Work autonomously to ensure effective and timely implementation of relevant programmes and projects.
- Hold the responsibility of expenditure of delegated budgets during the commissioning process
- Where needed being the line manager for allocated Commissioning Support Officers and be responsible for:
  - ensuring that systems for regular management supervision, appraisal and staff development are in place and

consistently implemented to meet agreed objectives and outcomes

- the implementation of the relevant policies on sickness absence, grievance and discipline and managing highly complex and sensitive issues concerning staffing issues, competency, discipline and grievance cases and being responsible for taking appropriate action
- To lead the development of service specifications and work with procurement through the tendering process
- To lead the development and maintenance of quality standards, performance and finance management, and monitoring systems for internal and external services.
- Lead the development and monitoring of service improvement plans as required across all service areas
- To develop and implement commissioning plans across allocated workstreams including project management of transformation activity for Children, Families and Well-being
- Develop positive working relationships with a wide range of health and social care providers and make them aware of the strategic direction of service development
- To work with communities to identify benefit realisation through partnerships at a local level
- To lead and support the maximisation of third sector organisations in order to tackle deep rooted social issues and inequalities.
- To lead market and service reviews and help identify opportunities for development
- To undertake financial analysis of existing and future commissioned provision in terms of cost and effectiveness
- To lead the development of business cases and applications for income generation i.e. through funding bids and joint partnership applications
- To undertake any other duties allocated by the Commissioning Leadership Team

## You Have

- Educated to degree level or equivalent, or demonstrable practitioner or equivalent managerial experience
- Professional management qualification to post graduate diploma level, professional qualification or equivalent experience
- Evidence of continued professional, managerial and

## Your strengths

- An ability to work effectively with senior managers across all relevant organisations
- Sound project management skills
- Ability to interpret data to inform and develop practice
- Time management / ability to work to tight deadlines
- Excellent communication skills appropriate to the

<p>personal development</p> <ul style="list-style-type: none"> <li>• Formal Project Management qualification or equivalent experience</li> <li>• Experience of working in local authority, NHS or other relevant organisation at supervisory or management level</li> <li>• Experience of working or influencing at a senior level within a local authority, NHS or other relevant organisation</li> <li>• Experience of partnership working or integrated commissioning</li> <li>• Experience of project delivery, including the use of project management methodology</li> <li>• Experience of financial management within a commissioning role</li> <li>• Extensive knowledge of at least one of the following areas; <ul style="list-style-type: none"> <li>○ Market management</li> <li>○ Individual support and care packages</li> <li>○ Early intervention and prevention</li> <li>○ Public health</li> <li>○ CCG health service commissioning</li> </ul> </li> <li>• Research and evaluation methods.</li> <li>• Information and management systems.</li> <li>• Procurement processes</li> <li>• An expectation that flexible work will be required and occasional working out of normal office hours from time to time</li> </ul>	<p>audience and subject</p> <ul style="list-style-type: none"> <li>• An organised and co-operative 'can do' style of working</li> <li>• Ability to prepare and present written reports to different audiences</li> <li>• Problem identification / solving skills</li> <li>• Ability to be self-directing, and to work as part of a team</li> <li>• Ability to make decisions and lead effectively, within clear accountability frameworks</li> <li>• Ability to think like a customer and challenge perceptions and professional assumptions that hinder customer focussed practise</li> </ul>
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Date prepared/revised: April 2016

Prepared/revised by: EQ

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.