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| **Department** | **PEOPLE** |
| **Job Title** | **Commissioning officer** |
| **Grade** | **Grade H** |
| **Primary Purpose of Job** | To assist the Director to do everything possible to ensure the Department fulfils its primary purpose both effectively and efficiently; ensuring that evidence based commissioning and procurement deliver services that meet required outcomes and quality standards |
| **Reporting To** | **Commissioning Manager**  |
| **Responsibilities** | To develop delegated commissioning strategies and plans with key partners and stakeholders, ensuring that those commissioning plans are based on strong, provider, user, carer and citizen consultation, analysis of service user needs and the market. To deliver activity and specific projects that develop commissioning/procurement approaches to health and social care services for children and adults, which improve outcomes for services users and improve value for money for the Council.  |

**Main Duties**

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| **1** | To support the Commissioning Manager in commissioning activity involving partners such as statutory bodies, service user groups and providers.  |
| **2** | To develop, introduce and implement commissioning plans, strategies and contribute to the overall Market Position Statement. |
| **3** | To collate data from multiple sources and conduct a thorough and objective analysis of data relating to need, demand, market performance and market quality, translating this evidence base into options appraisals and commissioning recommendations. |
| **4** | To redesign services and develop new service models: ensuring that the Council’s core priorities of value for money, quality and effectiveness remain paramount. |
| **5** | To liaise and consult with key partners including Health Watch, to develop community and provider engagement activity; ensuring that the views of local people are incorporated into service specifications, service reviews, commissioning plans, commissioning strategies and quality frameworks. |
| **6** | To liaise with key council officers on the robust development of Equality Impact Assessments and to ensure risks are managed.  |
| **7** | To undertake market analysis and develop activities/services/partnerships/multi-agency initiatives in line with the Council’s key priorities. |
| **8** | To have a shared role with other commissioning colleagues in developing policies, protocols and practices which ensure the delivery of contracts/service level agreements/funding agreement requirements.  |
| **9** | To work closely with contracts staff to report and understand the contract performance of services.  |
| **10** | To project manage specific projects and provide support to other council programmes as required.  |
| **11** | To undertake any other reasonable duty as directed by the Head of Service. |

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| **Date Job Description prepared/updated:** | **24-07-2018** |
| **Job Description prepared by:** | **Andrew Walton - Commissioning Manager** |



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| **Department** | **PEOPLE** |
| **Job Title** | **Commissioning Officer** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Demonstrate a good understanding of the management and operation of Health and Social Care Services, and the legal and regulatory frameworks relating to the commissioning of services by public bodies.  | Application |
| 3. | Demonstrate a detailed understanding of the potential impact and risk management on stakeholders of commissioning, staffing and contracting decisions. | Interview / Test |
| 4. | Ability to understand, develop and explain complex information to a variety of audiences. This may be qualitative or quantitative information.  | Interview/test |
| 5. | Demonstrate a high level of literacy. Including the ability to prepare and write reports, plans, strategies and other commissioning documentation (These may be short, medium, or long term).  | Application/interview/test |
| 7. | Demonstrate a high level of numeracy and knowledge of preparing and the ability to monitor and evaluate interpret budgets to a good level of accuracy. | Application/interview/test |
| 8. | Ability to assist with service provider changes and facilitate market change.  | Interview/ Test |
| 9. | Demonstrate a detailed understanding of outcome-based commissioning. Including performance frameworks | Interview |
| 10 | Ability to develop and maintain positive and productive relationships. Including forming partnerships and lead a range of different groups, ability to negotiate, influence and resolve conflicts, and work as a team member.  | Application /Interview |
| 11 | Ability to project manage, organise own workload and prioritise tasks in order to meet deadlines.  | Interview |
| 12 | Excellent IT skills including word processing, spreadsheets, databases, email, internet browsers and business specific ICT systems | Application/ test |
| 13. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc.** |
| 1. | To be able to demonstrate experience/knowledge of commissioning health or social care services  | Application/Interview |
| 2. | A relevant commissioning, contract and procurement qualification or a commitment to continuous professional development.  | Application |
| **3. Work Related Circumstances** |
| 1. | Bolton Council is a Smoke-free Employer | Application |
| 2. | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | Application |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Evidence of delivering service user outcomes through contract management and procurement. | Interview |
| **2. Experience/Qualifications/Training etc.** |
| 1. | To understand the legal and policy implications of social care, contractual, procurement and employment (in relation to TUPE) in relation to commissioning and ensure that there is a minimal impact to service users and the council.  | Interview |
| 2. | Experience of managing substantive contract and relationship change successfully. | Application/interview |

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| **Date Person Specification prepared/updated:** |  **29-05-2019** |
| **Person Specification prepared by:** | Andrew Walton Commissioning Manager |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.