



JOB DESCRIPTION

JOB TITLE: COMMISSIONING OFFICER

DEPARTMENT: CFW

GRADE: Band 9

DIRECTLY RESPONSIBLE TO: Specialist Commissioners

DIRECTLY RESPONSIBLE FOR: Commissioning Support Officers

Main Purpose of the Job:

- Provide support to all aspects of the commissioning cycle.
- To enable the delivery of strategic priorities by undertaking duties specified in this job description as allocated against one or more of the following workstreams (please refer to advert for specific theme):
 - Learning Disabilities and Mental Health
 - Quality Assurance, Packages and Placements
 - Personalisation and Care Act
 - Early Help and prevention
 - Public health
 - CCG health service commissioning .

Main Duties:

1. To identify, advise, and recommend services to be commissioned taking into account the resources available and Council's strategic priorities.
2. To plan and organise a broad range of complex tasks and activities requiring formulation and adjustment of plans, policies, pathways and strategies.
3. Work autonomously to ensure effective and timely implementation of relevant programmes and projects.

4. Hold the responsibility of expenditure of delegated budgets during the commissioning process
5. Where needed being the line manager for allocated Commissioning Support Officers and be responsible for:
 - a. ensuring that systems for regular management supervision, appraisal and staff development are in place and consistently implemented to meet agreed objectives and outcomes
 - b. 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
6. To lead the development of service specifications and work with procurement through the tendering process
7. To lead the development and maintenance of quality standards, performance and finance management, and monitoring systems for internal and external services.
8. Lead the development and monitoring of service improvement plans as required across all service areas
9. To develop and implement commissioning plans across allocated workstreams including project management of transformation activity for Children, Families and Well-being
10. 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
11. To work with communities to identify benefit realisation through partnerships at a local level
12. To lead and support the maximisation of third sector organisations in order to tackle deep rooted social issues and inequalities.
13. To lead market and service reviews and help identify opportunities for development
14. To undertake financial analysis of existing and future commissioned provision in terms of cost and effectiveness
15. To lead the development of business cases and applications for income generation i.e. through funding bids and joint partnership applications

16.To undertake any other duties allocated by the Commissioning Leadership Team

Updated by: Joanne Gibson, May 2018

PERSON SPECIFICATION

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STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
<ul style="list-style-type: none">• 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 personal development• Formal Project Management qualification or equivalent experience	A, C
2. Experience	
<ul style="list-style-type: none">• Experience of working in local authority, NHS or other relevant organisation at supervisory or management level• Experience of working or influencing at a senior level within a local authority, NHS or other relevant organisation• Experience of partnership working or integrated commissioning• Experience of project delivery, including the use of project management methodology• Experience of financial management within a commissioning role	A, I
3. Knowledge	
<ul style="list-style-type: none">▪ Extensive knowledge of at least one of the following areas;<ul style="list-style-type: none">○ Market management○ Individual support and care packages○ Early intervention and prevention○ Public health	A, I

<ul style="list-style-type: none"> ○ CCG health service commissioning ▪ Research and evaluation methods. ▪ Information and management systems. ▪ Procurement processes 	
4. Skills & Abilities	
<ul style="list-style-type: none"> • 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 audience and subject • An organised and co-operative 'can do' style of working • Ability to prepare and present written reports to different audiences • Problem identification / solving skills • Ability to be self-directing, and to work as part of a team • Ability to make decisions and lead effectively, within clear accountability frameworks • Ability to think like a customer and challenge perceptions and professional assumptions that hinder customer focussed practise 	A, I
5. Special Working Requirements	
<ul style="list-style-type: none"> • An expectation that flexible work will be required and occasional working out of normal office hours from time to time 	A

Date: May 2018

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre