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| **Department** | **PEOPLE** |
| **Job Title** | **placements northwest Commissioning officer** |
| **Grade** | **Grade 8** |
| **Primary Purpose of Job** | To assist the Placements Northwest Manager in ensuring that Placements Northwest acts as a strategic commissioning service to support the development of sufficient placements for Looked After Children and Care Leavers across the North West Region |
| **Reporting To** | Placements Northwest Manager |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1** | To support the Placements Northwest Manager in putting in place appropriate commissioning arrangements aimed at securing sufficient volume and quality of fostering, residential, specialist education and Supported and Independent Living Services placements |
| **2** | To contribute to the development and coordination of an agreed strategic regional approach to managing the Northwest placements market to meet current and anticipated need. |
| **3****4** | To collate and analyse data from multiple sources relating to need, demand, market performance and market quality, translating this evidence base into options appraisals and commissioning recommendations To contribute to the ongoing development and redesign of commissioning mechanisms including Dynamic and Flexible Purchasing Systems, ensuring that collaborative priorities of quality and value for money are met. |
| **5****6****7****8****9****10****11** | To analse the impact of collaborative commissioning activity on performance and develop systems to better capture service user outcomes delivered.To consult with regional partners to ensure that stakeholder and provider engagement produces key evidence for commissioning strategies/plans and the improvement of service provision.To undertake market analysis and develop activities/services/partnerships/multi-agency initiatives in line with Placements Northwest priorities.To work with the Placements Northwest Manager to develop policies, protocols and practices which ensure the delivery of contracts/service level agreements/funding agreement requirements. To work closely with contracts staff in the local authorities to report and understand the contract performance of services. To project manage specific projects as required. To undertake any other reasonable duty as directed by the Placements Northwest Manager |

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| **Date Job Description prepared** | **12.09.18** |
| **Job Description prepared by:** | **Bernie Brown** |

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| **Department** | **PEOPLE** |
| **Job Title** | **PLACEMENTS NORTHWEST 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 an understanding of legislation, regulations and statutory guidance relating to Children's Placement Services | Application/interview |
| 2. | Demonstrate an understanding of outcome-based commissioning and service-user outcome frameworks and an understanding of strategic outcome frameworks | Application/interview |
| 3. | Demonstrate an understanding of the legal and regulatory frameworks relating to the commissioning of services by public bodies | Application/interview |
| 4. | Demonstrate an understanding of the potential impact and risk management on stakeholders of commissioning, staffing and contracting decisions | Application/interview/test |
| 5. | Demonstrate a high level of literacy; including the ability to prepare reports, write complex plans/strategies (short,medium.long term) and develop tender documentation | Application/interview/test |
| 6. | Ability to understand, develop and explain complex documentation to a variety of audiences. | Application/interview/test |
| 7. | Demonstrate a high level of numeracy and knowledge of preparing and managing budgets; including the the ability to monitor and evaluate budgets to a good level of accuracy. | Application/interview/test |
| 8. | Ability to assist with and facilitate market or service provider changes  | Application/interview |
| 9. | Ability to network, form partnerships and lead a range of different groups, including ability to negotiate, influence and resolve conflicts | Application/interview |
| 10. | Ability to work as a member of a team | Application/interview |
| 11. | Ability to project manage, organise own workload and prioritise tasks in order to meet deadlines.  | Application/interview |
| 12. | Excellent IT skills including word processing, spreadsheets, databases, email, internet browsers and business specific ICT systems | Application/interview |
| 13. | Ability to develop and maintain positive and productive relationships with specific market sectors and individual service providers | Application/interview/test |
| 14. | **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 a contribution to strategic commissioning, experience of procurement and contract framework monitoring within health, social care or other similar commissioning expertise | Application/Interview |
| 2. | A relevant commissioning, contract and procurement qualification or a commitment to gaining a relevant qualification within 3 years.  | Application |
| 3. | Understanding of partner agencies’ functions and responsibilities in relation to commissioning, procurement and contracts. | Application/Interview |
| **3. Work Related Circumstances** |
| 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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| **Date Person Specification prepared/updated:** | **12.09.18** |
| **Person Specification prepared by:** | **Bernie Brown** |

**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.