



JOB DESCRIPTION

JOB TITLE: COMMISSIONING SUPPORT OFFICER

DEPARTMENT: CFW

GRADE: Band 6

DIRECTLY RESPONSIBLE TO: Commissioning Officer

DIRECTLY RESPONSIBLE FOR: N/A

Main Purpose of the Job:

- 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 support the delivery of strategic priorities by undertaking activities as allocated against the following workstreams;
 - 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 produce operational needs assessments to support the development of commissioning strategies
2. To monitor and evaluate commissioned services with the support of procurement in the delivery of value for money services for Trafford residents.

3. To undertake micro-commissioning activity as required in relation to specific markets, i.e. home care, children's residential provision, and manage the required associated functions
4. Identify gaps in data collection, and proactively work to resolve these gaps.
5. Investigate and research successful service models to help provide the evidence base for effective health and social care commissioning.
6. To work with procurement to support the tendering process as required and assist in the development of specifications.
7. To contribute to the development and maintenance of quality standards, performance and finance management, and monitoring systems for internal and external services.
8. Report any deficiency in provider performance and ensure that is escalated identifying required corrective action through a Service Improvement Plan
9. Ensure any safeguarding issues identified through complaints or the review process are immediately escalated for intervention as appropriate
10. Report feedback from providers to assist in the development and implementation of commissioning strategies
11. 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
12. To support market reviews and help identify opportunities for development
13. To undertake any other duties allocated by the Commissioning Leadership Team

Updated by: Elaina Quesada, April 2016

PERSON SPECIFICATION

JOB TITLE: COMMISSIONING SUPPORT OFFICER

DEPARTMENT: CFW

GRADE: Band 6 (TBC)

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/ higher level qualifications, or equivalent accreditation; OR• Able to evidence substantial directly relevant experience | A, C A, C |
| 2. Experience | |
| <ul style="list-style-type: none">▪ Detailed research and analysis using data sourced from a variety of methods within set timescales▪ Report writing▪ Working within a commissioning function or similar environment▪ Presenting information using different tools e.g. PowerPoint, to a variety of audiences▪ Use of Microsoft Office software including PowerPoint, Excel, Access, Word, email▪ Use of databases▪ Working to tight time scales▪ Productive partnership working at all levels and across a number of organisations | A, I A, I, P A, I A, I A, I |
| 3. Knowledge | |
| <ul style="list-style-type: none">▪ Strategy and policy affecting the commissioning and delivery of public health, adult's social care and children services▪ 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▪ CCG commissioning activity | A, I A, I A, I |

| | |
|---|---|
| <ul style="list-style-type: none"> Research and evaluation methods. Information and management systems. | |
| 4. Skills & Abilities | |
| <ul style="list-style-type: none"> Excellent communication skills, both written and oral Excellent presentation skills Excellent IT skills Ability to analyse data, prepare reports and plans using Microsoft software Ability to lead and undertake effective consultation at all levels Initiative, self-motivation, self-awareness and resilience Good interpersonal and negotiating skills, sensitivity and respect for others Excellent time management and organisational skills Project management skills | <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |
| 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: October 2014

*** Method of Assessment**

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