

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Commissioning Officer
Grade	PS9	Reports to (role title)	Commissioning Manager
		Directorate	Children, Familie, Learning and Communities
JE Band	314-370	Service	Commissioning
		Team	
		Date Role Profile was created	Feb-19

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To support and in some cases lead on the commissioning of support for populations of childrens and families (scope to be determined in the role holder's annual work programme and objectives), and to implement best practice and ensure value for money is achieved from commissioned services.</p> <p>Support or in some cases lead on undertaking market shaping activities and co-production with partners, operational colleagues, and service users in designated specialism/s as directed by service managers. Develop working relationships with current and future/potential suppliers to ensure that markets are aligned with needs, resources and outcomes.</p> <p>When required, work with procurement leads to ensure that services are commissioned through use of appropriate procurement methods and in line with contract Standing Orders including Financial Regulations and EU procurement regulations.</p> <p>Support and monitor contract performance within services and the post holder's area of responsibility, and ensure contract terms and conditions are fulfilled and enforced if necessary.</p> <p>Contribute to all stages in the commissioning framework, including needs analysis, development of service specifications; procurement of services, monitoring and evaluation, and service/market development.</p>
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Work Context	<p>The Commissioning division works with a range of professionals and disciplines to secure delivery of better outcomes for children and families and best value for money. Commissioning teams are organised around the needs of particular populations of children and young people with clear accountability for delivering specified outcomes within agreed budget envelopes. The division works closely and collaboratively with partners, such as the NHS, and other services, particularly operational teams, to shared objectives. In addition it adheres to guidelines and professional standards set by the strategic commissioning hub. It aims to genuinely co-produce support with children and families in a way that goes well beyond consultation with established user groups and involves developing a deep and thorough understanding of needs and aspirations of children, young people and families.</p> <p>This post is situated in one of the commissioning teams that bring together commissioning functions around populations of children and families, and some specialist areas e.g. housing, culture. Each team, led by a service manager, will lead on areas of commissioning. While these areas may change over time, the key responsibilities are likely to remain with their home team. The areas of commissioning will include, but not be confined to: family resilience/early help; early years; SEND; and special school provision; health and wellbeing; housing; and culture.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	Indirect budget influence up to £2m.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.

	<p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level/complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • Working knowledge and understanding of the market, including the partnership commissioning landscape, as well as third and independent sector services. • Specialist commissioning, market management, business relationship management and legislative knowledge pertinent to area of specialism. • Commissioning experience, managing procurement projects and delivering required outcomes within agreed budgets. • Proven ability to analyse and evaluate data. • Able to demonstrate understanding of the needs of children/young people in their specialist area with the ability to work with colleagues, partners and other parties to develop and implement plans and actions that ensure improvement. • Willingness and ability to travel around county and work outside normal office hours.

Role Summary

Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.

