

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care & Community Wellbeing

Job Ref Number:

Service Area: Strategic Commissioning

Grade: G10

Job Title: Senior Commissioning Officer

PURPOSE OF JOB:

To support the delivery of high-quality commissioning programmes, aligned to the strategic ambitions of the Adult Care & Community Wellbeing Directorate, in improving outcomes for people, across the Lincolnshire landscape. The role will include planning, engagement, developing and commissioning services, utilising an evidence based approach, underpinned by co-production and partner collaboration. Operating within a strategic commissioning service, to ensure commissioning intentions are delivered in a way that demonstrates quality, value for money and positive outcomes for people. The Senior Commissioning Officer, will operate within Council governance structures, navigating strategic partnership relationships to support system collaboration to support continuous improvement, so we can be even more ambitious for our organisations and communities we serve.

The role will provide day to day leadership, advice and guidance within area of responsibility and provide support to other team members.

STRUCTURE CHART:



MAIN DUTIES:

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| 1 | Lead the delivery of commissioning activity within a defined project areas, ensuring all components of the commissioning cycle are considered |
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2	Contribute to the development and implementation of commissioning strategies, promoting integrated and partnership working, to shape localised services, demonstrating improved outcomes
3	Design and lead the completion of evidenced based analysis and forecasting activity to support the development and delivery of commissioning intentions, through the utilisation of: • demographic information • service performance and management intelligence • financial information • stakeholder feedback • comparator benchmarking • outputs from market engagement to inform recommendations on service re-configuration, commissioning and decommissioning
4	Manage project teams to commission and decommission services within agreed deliverables and timescales, as directed by the Commissioning Manager
5	Contribute to the transitioning of commissioning activity towards a more mature model of strategic commissioning, informed by intelligence and founded in collaboration and co-production
6	Lead the development, improvement and specification of commissioned services, collaborating with stakeholders, including internal colleagues, to ensure compliance with the Council's contract and finance standing orders
7	Lead focused engagement and communication activity to support realising commissioning objectives and broader strategic ambitions
8	Adopt a project management methodology and discipline, to support the successful delivery of commissioning projects
9	Demonstrate well developed influencing, negotiating and persuasive skills, to engage stakeholders and partners in the advancement of commissioning linked activity
10	Complete fully informed, equality impact assessments, ensuring the development and commissioning or decommissioning of services supports equity and does not indirectly create or perpetuate inequalities
11	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct, to uphold standards of best practice
12	Produce and contribute to commissioning reports as required including business cases, options appraisals, governance reports to support Council decision making across commissioning activity
13	Collaborate with all strategic commissioning team members across the function, to deliver successful commissioning programmes
14	Undertake focused strategic needs assessments to inform commissioning intentions
15	Responsible for line management of staff and matrix management of other staff involved in projects they are leading on
16	Attendance at council meetings and any associated public meetings may be required

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A degree or NVQ Level 4 equivalent qualification in a relevant discipline such as commissioning and/or procurement, research and/or planning, business management and/or financial planning or equivalent experience	A	✓	
Significant commissioning knowledge, skills and applied experience across one of the following focused areas: prevention and early intervention; living well – working aged adults; ageing well – older adults	A/I	✓	
Demonstrable experience in the application of analytical, judgemental, creative and development skills, to analyse and interpret highly complex information and make recommendations	A/I/T	✓	
Detailed knowledge of relevant adult social care legislation, regulation and national guidance including Care Act 2014, Health and Social Care Act 2008 and Local Authority inspection regime	A/I	✓	
Experience of leading engagement and communication exercises to inform commissioning intentions	I	✓	
Experience of successfully delivering commissioning activity	A/I	✓	
Ability to interpret national policies and regional guidance, ensuring services localised commissioning activity reflects such this	A/I		✓
Experience of leading the production of business cases and options appraisals, including risk assessment, to inform commissioning decision making	A/I/P	✓	
Experience in compiling and presenting high level reports, underpinned by a solid evidence base, including financial modelling and recommended options for senior colleague consideration, approval and/or endorsement	A/I/P	✓	
Ability to operate within the commissioning cycle, demonstrating experience of strategic commissioning processes	A/I	✓	
Demonstrable partnership working experience, influencing people and networking skills	A	✓	
Highly developed communication skills	A/I	✓	
Ability to self direct own workload to meet deadlines	I	✓	
Understanding of the requirement to deliver value for money whilst delivering high quality services	A/I	✓	
Effective utilisation of IT skills in day to day work – including Microsoft Office package, including competence in use of Word, Excel and PowerPoint as a minimum (or equivalent)	A/P	✓	
Ability to work in a project environment, to manage deadlines and priorities, whilst dealing with multiple demands	A/I	✓	

A sound understanding of the legal, commercial, political, operational and social aspects of a similar, diverse and complex business environment	A/I	✓	
An awareness of, and commitment to, equality, diversity and inclusivity	A/I	✓	
*A = Application form T = Test/Assessment I = Interview P = Presentation			
GENERAL The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness. The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies. Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			