

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care & Community Wellbeing

Job Ref Number: 04402

Service Area: Strategic Commissioning

Grade: G7

Job Title: Co-Production Officer

PURPOSE OF JOB:

To co-ordinate the effective delivery of co-production and engagement activity within Adult Care strategic commissioning. The postholder will ensure the voices of people with lived experience, unpaid carers, communities are embedded within strategic commissioning processes, service design and improvement programmes.

The post holder will operate across the internal adult care directorate; the wider council and across the strategic partnership base, ensuring that insight is gathered and shared, engagement is facilitated and that commissioned services are designed in a way that is person centred and outcomes focused.

The role plays a key part in supporting the delivery of statutory duties, across the Care Act 2014 (wellbeing, prevention and involvement duties) and more broadly, public consultation and equality requirements.

The role will provide day to day advice and guidance within areas of responsibility.

TEAM STRUCTURE:



MAIN DUTIES:

1. Through a co-production and engagement perspective, significantly influence and contribute to strategic commissioning activities, including:
 - Needs assessments

	○ Service reviews ○ Service specification development ○ Commissioning plans ○ Service redesign and transformation programmes Ensuring the integration of co-production principles into commissioning cycles and that outputs are shaped and informed by engagement insight
2.	Support the delivery of the council's market shaping responsibilities, ensuring care and support markets are sustainable, responsive and person-centred.
3.	Significantly contribute to demonstrating compliance with statutory duties including: • Care Act 2014 (wellbeing, prevention and involvement duties) • Public consultation and equality requirements
4.	Coordinate engagement activity, in line with strategic commissioning governance across commissioning programmes
5.	Develop and maintain databases and records of participants and feedback in line with information governance requirements. Gather, record, and analyse feedback from engagement activity
6.	Plan, organise and deliver co-production and engagement activities including: ○ Workshops and co-design sessions ○ Focus groups and consultation events ○ Surveys and digital engagement
7.	Work directly with people who access services, unpaid carers, and communities to gather meaningful input across commissioning programmes, ensuring engagement is inclusive, accessible, and representative
8.	Develop innovative methods and approaches to optimise engagement and co-production opportunities, alongside the ability to demonstrate its translation into impactful service improvements. Enabling the benefits of co-production and collaboration to be recognised, realised and celebrated
9.	Support the development of the care market in the adaption and adoption of the principles of co-production, supporting market shaping through diversification and evidencing continued commissioned service delivery improvement, beyond regulatory requirements
10.	Ensure engagement activity focuses on and reflects local population needs and inequalities, ensuring barriers to participation are mitigated
11.	Promote equality, diversity and inclusion in all engagement and commissioning activity
12.	Collaborate with all strategic commissioning team members across the function, to deliver successful commissioning programmes.
13.	Identify and report on co-production and engagement key themes, trends, and insights to inform strategic commissioning decisions
14.	Support the preparation, presentation and delivery of reports for relevant scrutiny panels, health and care system boards, committees, and Senior Managers. Demonstrating the impact and outcomes of coproduction activity
15.	Build effective working relationships with: ○ Adults receiving care and support and their carers ○ Voluntary, Community and Social Enterprise (VCSE) organisations ○ Advocacy groups and community networks ○ Health partners and Integrated Care System (ICS) colleagues
16.	Facilitate proactive engagement approaches across seldom-heard groups and communities experiencing inequalities

17.	Facilitate and co-design activity involving people who access care and support services, unpaid carers, advocates, care market and strategic and system partners, to promote inclusive participation in commissioning and engagement activity
18.	Remain compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
19.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A degree or NVQ Level 4 equivalent qualification in a relevant discipline such communication; social policy; commissioning or equivalent experience	A	✓	
Demonstrate professional development in delivering co-production and engagement activity	A/I	✓	
Experience of working with the public, people who access services, unpaid carers or community groups	A/I/P		
Experience influencing commissioning decisions; service design or adult care transformation programmes	A/I	✓	
Experience in facilitating co-production and engagement across Adult Care, health or public services	A/I/P	✓	
Experience in the delivery of engagement with diverse communities and seldom heard groups, who may be underrepresented	A/I/P	✓	
Knowledge and experience in applying the principles of co-production and strength-based approaches	A/I/P	✓	
Understanding of integrated care systems and strategic partnerships across Adult Care, in order to operate across system boundaries	A/I	✓	
An understanding of the CQC regulatory assurance framework and governance requirements	A/I	✓	
Knowledge of commissioning cycles, procurement processes and market shaping	A/I	✓	
Experience of public sector working and navigating a political landscape effectively	A/I	✓	
Ability to work as part of a team and on own initiative	A/I	✓	
Well-developed communication and relationship management capabilities	A / I	✓	
IT skills in day-to-day work – including Microsoft Office package, including competence in use of	I	✓	

Word, Excel and PowerPoint as a minimum (or equivalent)			
Commitment to equity, diversity, inclusion and inclusivity.	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.