

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care & Community Wellbeing	Job Ref Number: 04343
Service Area: Strategic Commissioning	Grade: G8
Job Title: 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, improving outcomes for people, across the Lincolnshire landscape. To support the commissioning of services, operating across the commissioning cycle, with an approach underpinned by evidence and co-production. Collaborating across the health and care system, including a range of strategic partners, to develop responses to presenting and future predicted need. Prioritising contributions to deliver improved outcomes across areas of early intervention and prevention; sustaining adults to live well and supporting adults to age well, through the delivery of innovative, quality services, which are flexible and demonstrate value for money.

STRUCTURE CHART:

Head of Strategic Commissioning

Strategic Commissioning Manager

**Commissioning Manager
Early Intervention &
Prevention**

**Commissioning Manager
Living Well**

**Commissioning Manager
Ageing Well**

**Senior Commissioning
Officer**

**Senior Commissioning
Officer**

**Senior Commissioning
Officer**

Commissioning Officer

Commissioning Officer

Commissioning Officer

MAIN DUTIES:	
1	Support 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
2	Undertaken analysis of relevant statutory and policy requirements to inform commissioning plan development
3	Conduct research and consider innovative opportunities to commission services, which are underpinned by improving outcomes for people of Lincolnshire and improve value for money
4	Support the completion of equality impact assessments, ensuring proposed development across services are consulted on appropriately
5	Contribute to developing and delivering engagement and consultation activity across a range of stakeholders including people who access care services and their families; system partners and the care market
6	Compile and present commissioning activity reports and presentations, to different audiences, in supporting the progression of commissioning opportunities and decision making
7	Contribute to the development, improvement and specification of commissioned services, collaborating with stakeholders including internal corporate service colleagues, to ensure compliance with the Council's contract and finance standing orders
8	Prioritise building effective relationships both internally within the Council and externally, maximising opportunities to share best practice approaches to commissioning and procurement activities
9	Support the implementation of service strategies and delivery plans to meet commissioning objectives
10	Contribute to developing fit for future commissioning interventions, underpinned by social care statutory duties, whilst ensuring services procured are in line with the councils standing orders and Financial Regulations
11	Contribute to ensuring commissioning activity is aligned with benefits realisation, ensuring outcomes and benefits are measurable and meet the required quality
12	Support identification and mitigation of risks across commissioning activities
13	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
14	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice

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	✓	
Experience in a commissioning role across Health, Children's Services or Adult Social Care	A/I	✓	
Experience of working with a range of stakeholders to co-produce, facilitate and implement change	A/I		✓
Working knowledge of relevant adult social care legislation, regulation and national guidance including Care Act 2014, Health and Social Care Act 2008	A/I	✓	
Understanding of Adult Social Care – Local Authority inspection regime	I		✓
Experience of analysing and identifying evaluating options, assessing risk and determining appropriate actions	A/I/T	✓	
Experience in the delivery of service development and improvement	I	✓	
Demonstrable partnership working experience, influencing people and networking skills	A/I	✓	
Experience of utilising data management systems, with ability to interpret a range of complex data sets, to enable recommendations and inform decision making	A/I	✓	
The ability to work in a project environment, to manage deadlines, budgets and priorities, whilst dealing with multiple demands	A/I	✓	
Highly developed written and verbal communication skills	A/I	✓	
Ability to self direct own workload to meet deadlines	A	✓	
Experience of public sector working and navigating a political landscape effectively	A	✓	
Ability to work as part of a team and on own initiative	A	✓	
Experience of developing a variety of communication materials suitable to the needs of a range of audiences	A/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	✓	
An awareness of, and commitment to, equality, diversity and inclusivity	A/I	✓	
<i>This post is politically restricted under the Local Government & Housing Act</i>			
<i>This post is subject to a disclosure and barring service (DBS) check</i>			

<i>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers</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.