

JOB DESCRIPTION

Job Title	Children's Commissioning Officer		
Directorate	Children's Commissioning		
Reporting to	Senior Commissioner		
Grade	10		
Evaluation ref:	AG0701	Job Family ref:	
Role Purpose			
The post provides professional advice, guidance and support to Children's Commissioning Managers and Senior Colleagues and Service managers in the Children's Commissioning team by: Acting as a free-standing officer providing a full range of professional services in a variety of resource-based disciplines. Delivering front-line management/supervision of involved, technical or procedural functions and activities. Delivering complex activities and professional functions countywide including commissioning, change projects and/or performance management to support cross cutting and transformation work. This includes adoption of both local authority procurement legislation and the NHS Provider Selection Regime (PSR).			
Accountabilities			
Commissioning Officers work with the Strategic Commissioners, Senior Commissioning Officers and other team members to develop a shared understanding of the specific objectives set for the Team from the Children and Young People's Plan and to design/implement a team work programme that will deliver them. Commissioning Officers undertake the full range of tasks within the commissioning process: Analyse: understand the evidence, listen to what people need and challenge the status quo This will include gathering qualitative and quantitative evidence and trends, understanding and analysing customer needs and demand, understanding the market (for example alternative ways of doing things) and the extent to which it can meet needs, understanding financial data. In using this information, it will require appropriate use of a range of qualitative and quantitative techniques available to evaluate the effectiveness or likely effectiveness of existing or alternative services against the full range of outcomes sought. This involves using appropriate knowledge, co-production skills, and through in-depth and meaningful engagement and analysis with existing and potential service users and other stakeholders.			

JOB DESCRIPTION

Plan: Work with others to plan how to have the desired impact This will include helping specify the nature and scope of the services required, setting the policy context, the delivery options for the chosen service including decommissioning, defining the outcomes required, and doing this in the context of the resources available, and considering equality and risk implications. It will include supporting the research and analysis of other organisations and best practice and consideration of how this could be applied within SC where this would be beneficial. It will also require the postholder supporting the production of clear and concise proposals and recommendations for consideration by decision makers which achieve the range of outcomes sought within the budgetary constraints specified. The postholder will support the testing of these by engaging with officers and Members as required.

Do: Make it happen and actively manage it to ensure we realise the benefits. This will involve supporting activity to ensure that the right service is in place to ensure that outcomes can be met. This will include supporting decommissioning, tender processes, contributing to the development of appropriate Service Level Agreements or Contracts, governance structures, transition plans, and supporting the mobilisation of a service to 'go live' or de-mobilisation of a service no longer required. This will require liaising with staff at operational and senior levels within internal and external providers.

Review: ask what worked, understand what didn't work and whether outcomes were achieved. The postholder will undertake activity to monitor the delivery of outcomes and Key Performance Indicators (KPIs), escalating issues as appropriate to the Senior Commissioning Officer or Strategic Commissioning Manager and in liaison with the Contract officers. On some smaller/lower risk services the postholder may be responsible for ensuring that outcomes are met. The CO will support the management of the relationship with the supplier, and the definition of KPIs that enable success to be quantified and measured, it will be vital that customers are at the heart of this process. It will also involve setting the expectations for efficiency and continuous improvement and ensuring these are met. The Commissioning Officer will support and facilitate a programme of Supplier Relationship Management pertinent to their individual work programme. SRM programmes will extend beyond the normal processes of contract management and be aimed at enhancing quality, value for money, and achieving financial savings in commissioned services and coproduction of ideas for new models of delivery.

Within their area of responsibility, the Commissioning Officer will be responsible for making recommendations on changes to policy, procedures and practice and identify likely costs, timetable and resource implications including any savings that should be achieved. The CO will on occasions seek the advice and input from the Senior Commissioning Officers in undertaking this activity.

JOB DESCRIPTION

In addition, the role may involve working on assignments (short term and potentially part time) in other areas of Children's services. Commissioning Officers will play a supportive role in developing and sustaining the 'commissioning culture' within SC and partner agencies by understanding and acquiring the skills, knowledge and practices of good commissioning and making best use of them.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Maintain an up-to-date knowledge and awareness of techniques, best practice, performance and project management in this service area. Sound working knowledge of the statutory, regulatory, SC policy and contractual frameworks within which their service area operates.	X	
Contributes to specialist policy development through extensive operational experience and applied analytical skills	X	
Knowledge and understanding of current Children's Commissioning policy and guidance		X
Ability to undertake assessment of current and future needs	X	
Knowledge of commissioning processes and models	X	
Ability to assess current services	X	
Knowledge and understanding of project management	X	
Understanding and experience of challenging stigma and discrimination	X	
Understanding of user and carer perspectives and involvement	X	

JOB DESCRIPTION

Experience		
Experience of commissioning and contract management	X	
Experience of project management	X	
Experience of interpreting financial / activity information		X
Experience of commissioning in a local Authority setting		X
Qualifications / Registrations / Certifications		
Educational qualification or acquired knowledge to degree level and ongoing commitment to continuous professional development. Operates at a level commensurate with professional membership of an appropriate institution or organisation.	X	
Completion of related qualification e.g. procurement and Government Commercial College Contract Management course.	X	
Car driver or otherwise mobile with appropriate business insurance.	X	
Project management qualification.		X
Skills		
Ability to communicate effectively with a range of individuals from all organisations at all levels through meetings, networks, fora and individually	X	
Computer literate able to use MS Project, Office suite and Outlook	X	
Ability to adapt to changing or conflicting priorities	X	
Ability to meet deadlines	X	
Good verbal and written communication skills in order to engage with a wide range of audiences	X	
Ability to manage workload and prioritise	X	

JOB DESCRIPTION

Ability to take on unscheduled tasks and work under pressure.	X	
Ability to work as part of a team and independently.	X	
Ability to attend occasional/weekend meetings and events.	X	
Working Conditions		
Dimensions of the role		
Working Arrangements		
• Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.		
Corporate Accountabilities		
Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: