

ROLE DESCRIPTION

Role title	Commissioning Officer – Existing Provision		
Directorate	Adults Commissioning		
Reporting to	Commissioning Service Manager, Adults Commissioning		
Grade	10		
Evaluation ref	AG1213	Job Family Ref	ASC10
Role purpose			
Work with the Service Manager and other team members to develop and deliver a programme of commissioning activity that meets the objectives within Somerset's Adult Social Care Strategy.			
Key results area	Accountability		
Corporate Responsibilities	<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>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.</p>		
Evidence gathering	<p>Gather qualitative and quantitative evidence and trends, understand and analyse customer needs, demand and the market, financial data and the extent to which it can meet needs. Use a range of qualitative and quantitative techniques under the guidance of the Service Manager. Use appropriate knowledge, co-production skills, and engagement and analysis with existing and potential service users and other stakeholders.</p>		
Scoping services	<p>Help specify the nature and scope of the services/provision required, set the policy context, the delivery options, define the outcomes required in the context of the resources available and equality and risk implications. Support the research and analysis of other organisations practice (possibly under the direction of the SCO/SM) and consider how this could be applied within SCC where this would be beneficial. Produce clear and concise proposals and recommendations for consideration by decision makers, which achieve the range of outcomes sought within the budgetary constraints specified.</p>		

ROLE DESCRIPTION

	Work with staff, providers and potential providers to ensure that the right services are available to meet current and future needs
Procuring services	Support the management of tender or other procurement processes, help develop appropriate Service Level Agreements or Contracts, governance structures, transition plans, and assist in project managing the mobilisation of a service to 'go live' point of the de-mobilisation of a service no longer required.
Outcomes monitoring	Monitor the delivery of outcomes, Key Performance Indicators (KPIs), contract terms, compliance with statutory requirements and escalate issues to the Service Manager as appropriate. On some smaller/lower risk services may ensure that outcomes are met. Support and facilitate a programme of Supplier Relationship Management (SRM) to enhance quality, value for money, and achieve financial savings in commissioned services.
Business Changes	Help to develop recommendations on changes to policy, procedures and practice and identify likely costs, timetable and resource implications and any savings that should be achieved.
Culture	Play a supportive role in developing and sustaining the 'commissioning culture' within Somerset Council and partner agencies by understanding and acquiring the skills, knowledge and practices of good commissioning and making best use of them.
Best Practice	Determine the best techniques and practices to apply within specialist tasks such as needs assessment, service evaluation and/or the most appropriate style or tactics through which specified procedures, eg in tendering or contracting, are undertaken, in conjunction with the SCO/SM.
Sharing of information	Determine the nature and frequency of contact with (internal and external) partners and in some instances the extent and timing of information sharing, in conjunction with the Service Manager
Influencing budget decisions	Help influence the deployment of commissioning budgets by developing reports and recommendations for the Service Manager.
Influencing Strategy decisions	Support the development of the Adults and Health Commissioning priorities.
Policy	Provide policy and practice advice relating to the specific areas of delegated responsibility. Ensure all advice provided is based on sound, up to date knowledge and analysis.

ROLE DESCRIPTION

Project Management	Deploy a range of project management skills in order to deliver an individual work programme. May occasionally be asked to take forward cross-cutting themes and objectives within the Service/Council's change management programme.
Equality and Diversity	Understand, uphold and promote the aims of the Council's equality, diversity and inclusion policies; health, safety and well-being 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.
Qualification/Knowledge/Experience/Skills	
<ul style="list-style-type: none"> • Diploma Level education or equivalent Qualification. • Knowledge of the personalisation agenda in Adult Social Care and the opportunities and potential threats of its application through commissioning. • Understanding of equalities issues, particularly in relation to social care needs / use of social care services, and an ability to apply such knowledge in the production of appropriately balanced Impact Assessments. • Experience in commissioning services. • Good understanding of best practice in commissioning and a track record of involvement in delivering projects. • Experience of building strong effective relationships with stakeholders/partners. • Good communication and influencing skills to build and sustain personal credibility and influence in all contexts (within the Team, Somerset Council, partner organisations, providers, service users and the general public). • Well developed skills of self-management and supervisory skills to ensure the achievement of team objectives. • Understanding and awareness of the context (e.g. financial and statutory) in which Somerset Council and its partners operate, coupled with the attitude skills and abilities required to contribute usefully to wider cross cutting themes and issues beyond the immediate operational policy frameworks for the role. • Ability to speak fluent English as stated in the Part 7 of the Immigration Act. 	

ROLE DESCRIPTION

Dimensions of role

Report to the Service Manager to undertake an individual work programme aimed at delivering specific objectives delegated to the Service, which involves a degree of self-management and project management (including overseeing the work of others when required).

Work collaboratively with other officers within the Service and officers in other business areas of the Council, e.g Operations, Customers and Communities, Business Development, and with partners and stakeholders. Maintain a network of peer professionals working within or related to the field of commissioning, both within Somerset Council and wider. Represent Somerset Council at inter-agency forums and events in a non-decision-making capacity, as required by the Service Manager.

Maintain effective working relationships with providers (internal or external), which involves being aware of and observing the boundaries of the commissioning relationship and establishing a basis for meaningful feedback and the practice of co-production. Communicate and demonstrate appropriate professional knowledge.

Occasionally interact with Elected Members of the County Council to make them aware of commissioning issues that affect their communities.

Resources

Council funded Revenue Budget of £178m. Has influence within very specific areas of the budget described above.

Help support the management of high value contracts and has a lead role in negotiating/managing lower value contracts.

Key partnerships include Strategic Partners Meeting (home care and residential care providers), Adult Services Partnership Board, Safer Somerset Partnership, Strategic Housing Partnership, Carers Partnership Board.

Attend partnership meetings to facilitate information exchange and help to develop partnership activity proposals, as required, and undertake preparatory work to support partnership arrangements.

Has no direct line management of staff but may help to matrix manage the activities of other staff through programme/project lead role(s), as required.

Notes

Competencies / attributes

- Promotes the need for change and acts as a role model for change.

ROLE DESCRIPTION

	<ul style="list-style-type: none"> • Positive, committed, adaptable, thorough and confident approach. • Ability to meet deadlines and motivate others to work effectively and demonstrate a duty of care. • Committed to diversity in service delivery and employment. • Innovative and creative approach to service development and value. • Personal integrity. • Drive and self-motivation. A “can do” attitude. • Sound analysis and decision making in dealing with situations and tasks consummate with the role. • Ability to understanding, interpret, analyse and present data and trends to a range of people, including having an attention to detail but also being able to establish key information. • Have an awareness of project management techniques and skills that can be used in practical applications.
Working conditions:	37 hours per week, mixture of office and home working. There will be an expectation for occasional travel.
Working arrangements:	Flexible home working opportunities.