

JOB DESCRIPTION

Job Title	Senior Commissioning Officer		
Directorate	Resources Strategy and Transformation		
Reporting to	Public Health Consultant		
Grade	9		
Evaluation ref:	AG1214	Job Family ref:	PRC09
Role purpose			
<p>The Senior Commissioning Officer plays a pivotal role in shaping and delivering high-quality services that meet the needs of the community. This role involves working closely with the Service Manager and other team members to develop and implement a comprehensive work programme aimed at achieving specific service objectives. The post holder is responsible for gathering and analysing qualitative and quantitative data, understanding market capabilities, and evaluating the effectiveness of services. They design and specify service requirements, engage with stakeholders, and ensure the successful implementation and management of services. This includes overseeing procurement processes, managing contracts, and ensuring continuous improvement. The role also involves promoting equality, diversity, and inclusion, and working collaboratively with various internal and external partners to enhance service quality and achieve financial savings.</p>			
Responsibilities			
<p>Work with the Service Manager and other team members as subject matter experts to develop a shared understanding of the specific objectives set for the Service and to design/implement a work programme that will deliver them. Undertake the full range of tasks within the commissioning process.</p> <p>Analysis:</p> <p>Gather qualitative and quantitative evidence and trends.</p> <p>Understand the market and the extent to which it can meet needs. Understand financial data. Use the full 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.</p> <p>Use expert knowledge, co-production skills, and thorough in-depth and meaningful engagement and analyse with existing and potential service users and other stakeholders.</p> <p>Design:</p> <p>Specify the nature and scope of the services/provision required.</p>			

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Set the vision and context of area of commission, define outcomes and consider available options, resources, equality and risk implications. Research and analyse other organisations practice and consider how this could be applied within the Council where this would be beneficial. Produce clear and concise proposals and recommendations for consideration by decision makers and subject matter experts, which achieve the range of outcomes sought within the budgetary constraints specified.

Design the work programme to meet the range of service objectives delegated. Establish and build upon connections with related strands of work, initiatives and projects within the Service and the Council's wider commissioning function.

Engage with senior officers/Members to assess and test outcomes to ensure acceptance.

Prepare:

Work with staff, providers and potential providers to ensure that the right services are available to meet current and future needs.

Influence staff at senior levels within internal and external providers.

Implement:

Ensure that the right service is in place and that outcomes can be met.

Ensure a highly structured approach is in place to manage tender or other procurement processes.

Put in place appropriate Service Level Agreements or Contracts, governance structures, transition plans, and oversee the mobilisation of a service to 'go live' point or the de-mobilisation of a service no longer required.

Manage:

Ensure that outcomes, statutory requirements and contract terms are met. Check detail with authoritative sources to ensure the Council is not subject to legal challenge.

Ensure action is taken to address risk of non-delivery. Manage the contract, the relationship with the supplier, define key performance indicators (KPIs) that enable success to be quantified and measured, and ensure that effective systems are in place to monitor KPIs and report on performance.

Work with technical specialists in the team, to ensure that customers are at the heart of this process. Ensure continuous improvement and put in place structure programmes to meet these.

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Lead and facilitate an appropriate work programme with key stakeholders and partner organisations to enhance quality, value for money and achieve financial savings in commissioned services and co-produce ideas for new models of delivery.

Recommend changes to policy, procedures and practice and identify likely costs, timetable and resource implications and savings.

Participate in all commissioning services.

Play a key role in developing and sustaining the 'commissioning culture' within SC and partner agencies.

Impact

Contacts & Relationships

Report to a Head of service or Strategic Manager undertake an individual work programme aimed at delivering specific objectives delegated to the Service, which involves a high 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 the Council and wider. Represent the Council at inter-agency forums and events in a non-decision-making capacity, as required.

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 to achieve credibility in the role.

Interact with Elected Members of the Council to make them aware of and involve them of commissioning issues that affect their communities.

Resources

Has influence within specific areas of the budget and on the deployment of commissioning budgets by developing reports and recommendations for the commissioning (or de-commissioning) of services. In conjunction with the Service Manager ensure that staff are deployed to best effect.

Help to negotiate and manage high value contracts and has a lead role in negotiating/managing medium/lower value contracts.

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Key partnerships are varied and include the NHS, VCFSE sector, Police, and NHS England.

Attend partnership meetings to facilitate information exchange and help to develop partnership activity proposals.

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

	Essential	Desirable	
Knowledge			
In depth understanding of the commissioning process and its application.	X		
Knowledge of market analysis and financial data interpretation.	X		
Awareness of statutory requirements and legal frameworks related to commissioning.	X		
Understanding of equality, diversity, and inclusion principles.	X		
Familiarity with procurement processes and contract management.	X		
Knowledge of local government structures and functions.		X	
Experience			
Experience in a commissioning role within a similar setting.	X		
Experience in gathering and analysing qualitative and quantitative data.	X		
Demonstrated experience in designing and specifying service requirements.	X		
Experience in managing procurement processes and contracts.	X		
Experience in engaging with stakeholders and managing relationships.	X		

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Experience in promoting continuous improvement within services.		X	
Qualifications / Registrations / Certifications			
Degree in a relevant field such as social care, public health, or business administration.	X		
Professional qualification in commissioning or procurement.	X		
Training in project management methodologies.		X	
Certification in data analysis or market research.		X	
Continuous professional development in relevant areas.		X	
Membership of a relevant professional body.		X	
Skills			
Strong analytical and problem-solving skills.	X		
Excellent communication and interpersonal skills.	X		
Ability to manage multiple projects and priorities effectively.	X		
Proficiency in using data analysis tools and software.	X		
Strong negotiation and influencing skills.	X		
Ability to work collaboratively with a range of stakeholders.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
<ul style="list-style-type: none"> • 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. 			

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- **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 Responsibilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.

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: April 2025