

## JOB SUMMARY

<b>Post Title</b>	<b>Commissioning Assistant</b>						
<b>Job Family</b>	<i>Partnership, Commissioning and Contracts</i>	<b>Pay Range</b>	7	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	<i>PCC07</i>
<b>Service Area</b>	<i>Adult Social care</i>						
<b>Line Manager</b>	<i>Senior Commissioning Officer</i>						
<b>Location</b>	<i>County Hall and home working</i>						

<p><b>Job Purpose</b></p> <p>The provide assistance to all commissioning team members to aid in the delivery of the commissioning function.</p> <p>To undertake complex administrative tasks that support the commissioning function.</p>
<p><b>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</b></p> <ul style="list-style-type: none"> <li>- To undertake delegated assignments, interpret complex information and prepare / deliver reports and presentations to a wide variety of groups e.g. people who use services and/or receive care or support, carers, councillors, GP's, staff groups, providers and partner organisations.</li> <li>- To work with commissioning leads in developing strategies, social care pathways and work collaboratively to promote and progress effective value for money services.</li> <li>- To support co-production with relevant stakeholders and those that access services, care or support regarding proposed service change / developments, assisting with collation of feedback and the production of reports.</li> <li>- Undertake research, independently collect and analyse data and produce reports.</li> <li>- Develop and maintain strong and effective relationships with all stakeholders to achieve best outcomes for individuals, their families and carers through effective communication and co-ordination of support.</li> <li>- To support the service review process including the regular monitoring meetings specified within the contract/grant.</li> <li>- To keep abreast of Social Care issues at local and national levels.</li> <li>- To support the Procurement process, which may include assisting with the development of the service specification, assisting with queries arising from the tender process, supporting with the evaluation of tenders and any transitional arrangements associated with service implementation.</li> <li>- You will be required to take part in the Out of Hours Stand-by Duty Rota as and when requested by management. Standby and call out duties are paid in accordance with the IWC Terms and Conditions 2012 document.</li> </ul>

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Relevant practical experience within the service or a related area demonstrating evidence of appropriate level of knowledge.	<i>Knowledge of Adult social care</i>	<b>E</b>	
Knowledge of the systems, policies, processes and regulations relevant to the work area.		<b>E</b>	

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Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.			<b>D</b>
Good ICT skills including use of Microsoft applications and specialist systems.		<b>E</b>	
Good verbal and written communication skills with the ability to explain information in a way that a non-specialist can understand.		<b>E</b>	
Ability to build relationships and engage successfully with stakeholder community.		<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.		<b>E</b>	
Good literacy and report writing skills.		<b>E</b>	
Good numeracy and analytical skills. Accurate with good attention to detail.		<b>E</b>	
May have experience of contributing to project planning and delivery.			<b>D</b>
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to level 4 standard or able to demonstrate equivalent experience.			<b>D</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
<b>Other Requirements</b>			
'Can Do' positive attitude and focus on achieving targets and outcomes			
Must be able to work occasional evenings/weekends			