

## JOB SUMMARY

<b>Post Title</b>	<b>Commissioning Officer</b>						
<b>Job Family</b>	Business Support	<b>Pay Range</b>	11	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	BS11
<b>Service Area</b>	Adult Social care and Housing						
<b>Line Manager</b>	Service Manager- Strategic Commissioning						
<b>Location</b>	County Hall and Agile Working						

<p><b>Job Purpose</b></p> <p>To manage the authorities' commissioning activities and lead on strategies which enhance the authorities' integrated approach to the development and delivery of care and support solutions which contribute to health and social care on the Island</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 provide the directorate management team with the delivery of a strategically relevant best value and person centred adult social care commissioning function.</li> <li>• Place the people who use our services at the heart of commissioning practice by investing in co-production activities, user led design and quality monitoring practices.</li> <li>• To support the efficient and effective development of outcome focussed commissioning through, bench marking, market mapping; gap / needs analysis, market management and market shaping.</li> <li>• To aid the implementation and management of frameworks for risk management, project management, programme management and continuous improvement.</li> <li>• Monitor specific contracts, grants and service level agreements. Maintain accurate, up to date contract records including the variation and defaults; monitoring and audit of contract compliance, service specification, delivery and performance; review through contract evaluation, making recommendations for service improvement from audit results, and market mapping.</li> <li>• Undertake/supervise project management events within the council and directorate for initiatives that develop and enhance commissioning strategies and service delivery.</li> <li>• Take a lead role on the collation, analysis and tracking of data as required and ensure the quality of the data by working with appropriate teams and colleagues. Ensure that all data is presented in a way senior management and key stakeholders are able to precisely utilise, interpret and base decisions upon.</li> <li>• Proactively develop effective working relationships with all stakeholders including people who use our services, colleague's external organisations partners. Be able to understand their requirements and issues through proactive consultation and engagement.</li> <li>• Keep up to date in order to implement current best practice initiatives to improve ways of delivering commissioning activity on the Isle of Wight.</li> <li>• The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Service Manager within the grading level of the post and the competence of the post holder.</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>

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<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation.	Considerable experience working to Strategic plans and embedding in operational delivery.	<b>E</b>	
Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.	Understanding of commissioning linked to national legislation and guidance across housing, health and social care.	<b>E</b>	
	Strong knowledge and understanding of wider social care issues, legislation and legislative framework associated with commissioning.	<b>E</b>	
Proven ability to undertake and apply research to inform practice.	Familiarity with the Commissioning Cycle		<b>D</b>
Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	Ability to work constructively with, and influence, key stakeholders, with excellent communication and negotiation skills to motivate and manage organisational / behavioural change both within the department and external agencies in a partnership or contractual context.	<b>E</b>	
Good record keeping, report writing and presentational skills.		<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved. Proven initiative and judgement to identify and resolve problems.	Ability to work on own initiative, be able to make effective decisions and prioritise work to meet deadlines without supervision.	<b>E</b>	
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.		<b>E</b>	
Managers possess experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.		<b>E</b>	
Knowledge and experience of contributing to the development of policies, procedures and practices.	Strong analytical skills and the ability to think logically to be able to assess potential impact of plans and strategies and present a number of options for different scenarios.	<b>E</b>	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.		<b>E</b>	
Proven ability to manage staff, to monitor their performance and if necessary, take corrective action.		<b>E</b>	
Experience of managing projects, which impact the area of specialism.			<b>D</b>
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Educated to level 4 up to first degree standard or equivalent experience in a	Level 4 qualification in a relevant subject such as Business Management, Housing,	<b>E</b>	

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relevant subject.	Social Care or equivalent professional experience		
Relevant professional / vocational qualification.	Evidence of continuing professional development	<b>E</b>	
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
<b>Other Requirements</b>			
Can inspire, motivate and lead people			
'Can Do' positive attitude and focus on achieving targets and outcomes			
Must be able to work occasional evenings/weekends			
Full driving licence required			
Enhanced DBS check required			
Commitment to continual professional development.			
<b>Organisation Structure (optional)</b>			