

JOB SUMMARY

Post Title	Senior commissioning Officer						
Job Family	<i>Partnership, Commissioning and Contracts</i>	Pay Range	12	Line Manager to others?	Yes /No	Role profile ref	<i>PCC12</i>
Service Area	<i>Adult Social Care and Housing Needs</i>						
Line Manager	<i>Service Manager Strategic Commissioning</i>						
Location	<i>Agile – County Hall and working from home</i>						

Job Purpose

To provide specialist support for complex work within the Adult Social Care commissioning team and to provide day-to-day management and support for other commissioners and support staff within the team.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Specialist knowledge and significant experience in commissioning is required to resolve complex issues and proactively anticipate and mitigate problems.
 - Ability to design and develop commissioning solutions which enhance the quality and efficiency of the service and its ability to provide solutions to best meet the needs of those we serve
 - Ability to effectively evaluate alternatives, generate options and contribute to policy, service and strategy development within the area of Adult Social Care.
 - Build and sustain effective relationships with all internal and external stakeholders and work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position, demonstrating the ability to influence decision making.
 - Develop, implement, and proactively manage contracts, systems, data and performance within area of responsibility as required to effectively ensure contract compliance and service delivery.
 - Provided day-today management and support for other commissioners and support staff within the team
 - Plan and deliver the services and standards required of the team by contributing to service, business, and /or project planning within own portfolio area.
 - Identify additional stakeholder / service requirements or service shortfalls and recommend solutions by co-ordinating initiatives to improve customer focus, service delivery /capacity and performance
 - Proactively develop good working relationships and work with colleagues / suppliers / external organisations / partners and other stakeholders to understand requirements / options/ issues within area of responsibility ensuring stakeholders are consulted and engaged
 - 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.
 - You will be required to take part in the Management 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.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Substantial relevant experience of the service area / profession, with evidence of specialist knowledge and work responsibilities appropriate to the role.	Demonstrable knowledge and experience in both commissioning and adult social care	E	
Authoritative knowledge of relevant systems, policies, processes, regulations, professional guidelines and legislation relevant to the specialist work area.	Detailed understanding of the legislation relevant to Adult Social Care and commissioning including but not limited to the Care Act 2014 and Public Contract Regulations 2015 Familiarity with the Commissioning Cycle	E	

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Excellent knowledge of service / profession and interrelationships with other services and departments and of wider sector / external influences / developments.	Proven track record of developing sustainable relationships with both internal and external department/organisations and ability to recognise where interrelationships exist		D
Knowledge of strategy / market development.	Ability to demonstrate knowledge of the Council's statutory market management obligations in relation to market management		D
Good ICT skills including Microsoft applications and specialist systems.		E	
Excellent communication, interpersonal and negotiation skills with a proven ability to build relationships, engage effectively and influence customers, partners and stakeholders, in complex situations.	Proven ability to develop sustainable relationships and partnerships with providers in the independent, voluntary and statutory sectors together with the ability to engage directly with the people who use our services	E	
Proven research skills demonstrating evidence of the ability to gather, co-ordinate and interpret information effectively.		E	
Proven analysis and evaluation skills, demonstrating the ability to identify, interpret and diagnose complex problems/issues and develop effective solutions.	Able to analyse and evaluate complex information and data and to produce easy to read reports or a variety of different boards, groups and committees	E	
Experience of partnership working and representing the organisation externally.	Demonstrable experience of successful partnership working and of representing the organisation externally to a high standard	E	
Excellent planning and organisational skills, to manage a range of complex activities with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.		E	
Good literacy and numeracy skills, significant experience of writing reports, specifications and agreements.	Ability to present, to a high standard, statistics and reports in a range of formats to meet the needs of a variety of audiences	E	
Experience of financial processing and / or budget management.			D
Experience of setting standards and measures and managing contract compliance / performance.		E	
Experience of managing projects.	Ability to manage and deliver complex projects on time and within budget	E	
Manager only Experience of development, motivation and supervision of staff. Proven ability to monitor their performance and if necessary, take corrective action.	Proven track record of supervising staff in a proactive and positive way		D
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard/experience in a relevant subject		E	

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Relevant professional qualification.	Qualification in health social care, law, housing or contract management		E
May require relevant certifications including evidence of fluency in English language.		E	
Other Requirements			
Willing to work flexibly to meet the demands of the service			
Must be able to work evenings/weekends on a rota basis as required			
Full driving license			