Job Title - Commissioning Specialist

Grade PO12

Job Description

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| Job Purpose |
| To lead on strategic planning, policy development, commissioning and performance monitoring of services to vulnerable people, including children, on behalf of the Local Authority |
| Major Tasks |
| * To lead specialist commissioning processes for vulnerable people from conceptualisation, to development delivery and management of service models, This includes comprehensive local needs analysis, whilst understanding the national picture, market stimulation, development and sufficiency to ensure there are services for all that safeguard, promote independence social inclusion and wellbeing * With a focus on outcomes, continually review these services to ensure effectiveness and work with procurement, operational and legal colleagues to plan contract changes and re procurement in a timely manner as required. * To contribute to the commissioning of other relevant and associated services * To undertake and collate regular population needs assessment s and analysis and service review evaluation, ensuring that the views of vulnerable people their family and carers particularly those using services are taken into account * Involve service users and family carers in consultation and engagement in respect of service planning and the development of commissioning strategies * Lead on the co-production of outcome focussed Commissioning Strategies and Action Plans that include reviews and ensure that services meet required outcomes for vulnerable people * To lead on planning and development of, Service Specifications for Contracts on behalf of the Council and/or in partnership with other statutory agencies * To promote, high service standards, quality and good practice to assure effective service user outcomes and ensure these are reflected in Strategies, and Contracts and that vulnerable people are safeguarded through effective services and systems. * To manage and maintain an overview of commissioned services so that they deliver to specification and remain within budget * To lead on the Council responsibility for any relevant governance boards * To provide motivational leadership to direct reporting officers and wider teams. Ensuring a visible presence to the team, promoting a good working environment with the primary aim of delivering high quality services * To take the lead commissioner role for projects and service areas as directed by their Line Manager and Matrix Manager * To promote the benefits of commissioning, contracting and adoption of a commissioning and contracting culture with the development of a mixed economy of provision * Any other duties commensurate with the grade and status of the post |
| Contacts & Relationships |
| * Contacts with peers and senior staff in the service area and within other services areas in the Council to gather and share complex information and to give professional advice and develop strategic approaches to commissioning. * Health Partners – in respect of jointly commissioned services and/or ensuring seamless care pathways * Voluntary & Independent Sector Providers & their umbrella organisations – as part of the commissioning & contracting process * Care Quality Commission and Ofsted and any other regulatory body – in respect of quality monitoring of registered provision * Advice and assurance to SDMs Directors Executive Directors and Members * Regional Partnerships |
| Creativity |
| * The post holder will be expected to prepare complex reports in a timely manner and suggest alterations to policy. This includes being the lead for commissioning related statutory strategies * The post holder will be expected to support the development of the market to ensure appropriate supply and quality of services to meet service user expectations. This will include encouraging and engaging with potential new providers. * The post holder will maintain awareness of emerging new national policy/legislation and interpret the delivery at local level * The post holder will use creative skills to identify solutions when existing guidelines are inadequate to provide solutions to complex problems * The Post holder will use creative skills to manage budget pressures whilst ensuring statutory services are being delivered. |
| Decisions |
| * The post holder will review Council policies, strategies and commissioned services and make recommendations relating to these. * The post holder will make recommendations regarding significant contracts and service level agreements impacting on vulnerable people * Decisions will directly impact on the lives of the most vulnerable members of our community and their families * In more complex situations the post holder will support the process for agreeing individual funding decisions in respect of service users |
| Management & Supervision |
| * The post holder has direct line management for 1 Commissioning Officer at PO1 |
| Supervision Received |
| * This post will report directly to the Service Delivery Manager. * The post holder will receive support and supervision from their Line Manager. They will also have subject matter matrix management linked to their specialism with Managers in operational teams * The post holder organises their own workload, contacting the SDM to notify them of their progress or seek specialist advice |
| Complexity |
| * The post holder will be responsible for gathering, analysing and interpreting complex data from many sources and must have knowledge of the legislation in relation to their service area * The post holder will write complex reports informing and make recommendations to Governance Boards, Senior Officers and Councillors * The post holder will be expected to make connections, mediate and manage conflicting demands between a number of agencies and agendas * The post holder will be working with vulnerable people and their families & carers to identify service options within an environment of scarce resources and increasing demand * The post holder will be expected to commission services to reflect a personalised approach and ongoing need to improve value for money. |
| Resources |
| * The post holder may have responsibility for managing their own areas of commissioning financial budgets that purchase services approx. £3 million. In addition, this post holder will work with Service Delivery Manager and Directors in supporting the management and oversight of adult and childrens’ purchasing care budgets £80+million) * The post holder will use Council financial systems for the payment of invoices. * Information governance procedures to include the handing of data which may include personally sensitive information and commercial information provided by companies. |
| Impact |
| There are legislative requirements for the provision of health and social care services/solutions to meet the needs of the population to which the Commissioning role is a key delivery function.  The post holder is required to work with partners and the main purpose includes the assurance that the local authority’s obligations are delivered in that the population has:   * the availability of health and social care service provision to meet demand. * the supply and development of diversity of the care and support provision   The post holder is integral to the financial management of the organisation’s purchasing budgets together with pooled budgets with partners to include health and regional service provision. |
| Physical Demands |
| The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job. |
| Working Environment |
| The postholder may incur stressful situations from members of the public, particularly where the provision of services may need to be decommissioned or changed. |
| Emotional Context |
| The postholder will need to remain professional at all times as in some situations there may be conflicting priorities between different parties.  In addition, there may be emotional aspects to the role for example safeguarding of vulnerable adults and children.  The post holder will need to ensure the accountability of Providers and compliance of their legal duties. |
| Other |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

Person Specification

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| Criteria | Standard |
| Qualifications | * Post graduate qualification management training or equivalent * Relevant professional or managerial qualification * Evidence of commitment to continued professional, managerial and personal development |
| Experience | * Experience of prioritising and planning team tasks and activities * Experience of identifying and highlighting resource issues to management * Experience of delivering objectives in an effective way, minimising waste * Significant experience of service delivery, commissioning, contracting, procurement and service improvement * Experience of using management information for performance monitoring and reporting * Experience of partnership working |
| Knowledge | * Understanding of the commissioning framework * Comprehensive knowledge of relevant legislation, guidance and regulations * Knowledge of best practice relating to vulnerable people * General understanding of the legal, contracting and procurement implications of the commissioning process |
| Skills | * Ability to communicate effectively with internal colleagues, senior managers and employees * Ability to work independently * Ability to communicate appropriately with vulnerable people and their carers in a variety of settings * Ability to gather, analyse and interpret complex data from several sources * Ability to write complex reports and strategies * Ability to make connections, mediate and manage conflicting demands between a number of agencies and agendas |
| Personal style & behaviours | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. * Develops good relationships with others by behaving with integrity, treating people with respect and leading by example * Promotes equal opportunity * Must demonstrate a commitment to Safeguarding * To work a flexible week with vulnerable people, their families and carers, this may include evening, week-end working and bank holidays |
| Fluency Duty | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  This role includes the ability to communicate with a variety of people to include vulnerable people. The post holder must be able to understand with ease virtually everything heard or read.  Due to the type of tasks required the post holder will be required to have the ability to summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation,  The post holder will be required to attend a variety of settings with various people to include members of the public and would need to express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations. |
| Political Restrictions\*( | None Required |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| Type of criminal records checks required for this post | Ticked as required |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure | X |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

*Certain posts in the council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as* ***not*** *being politically restricted, the following statement must be included:*

This post is not subject to political restrictions