

## Job Description and Person Specification

<b>Job Title:</b>	Commissioner
<b>Service:</b>	Adults Commissioning
<b>Grade:</b>	P1
<b>Reports to:</b>	Commissioning Manager

### Job Purpose:

The role exists to work with Commissioning Managers to develop and implement commissioning plans and strategies on behalf of Adult Social Care (ASC) and, where possible, through an integrated approach to commissioning.

Working as part of a Commissioning Team, the key results of the job include:

- Ensuring sufficient, affordable, quality care provision is available locally both now and, in the future
- Implementing innovations in the way the council commissions care for local people to increase choice and control (e.g., more self-directed support such as direct payments and individual service funds)

### Principal Accountabilities:

Lead and independently manage elements of commissioning activity and/or smaller projects within the portfolio as delegated by Commissioning Manager

Through research and analysis, independently identify and recommend areas for innovation, improvement or collaboration within portfolio area to the Commissioning Manager

Plan and deliver engagement with providers, service users and other key stakeholders to develop market intelligence and inform the development of commissioning strategies. Take a lead role in coordinating various elements of this approach. Develop recommendations based on market intelligence gained for the Commissioning Manager

Contribute to preparation and running of complex procurement activity:  
support with drafting of tender documentation and development of evaluation methodology and pricing schedules  
participation in complex tenders/ procurement activity

Independently manage lower value, straight forward procurement activity under direction of Commissioning Manager
Prepare and present a wide range of reports, strategies and influencing documents for both internal and external audiences including Joint Commissioning Board. Assist the Commissioning Manager in preparation of reports for Committee and democratic approval.
Plan and lead a task and finish group of internal and external stakeholders to successfully deliver a required outcome, with support from the Commissioning Manager
Ensure the strategic approach to commissioning delivers improvements in performance and measurable outcomes including reduced dependency, increased choice and control for service users and better value for money
Contribute to financial management tasks as delegated by the Commissioning Manager. This may include identification and calculation of cost savings and efficiency opportunities within the portfolio Budget working with the Commissioning Manager to develop and update inflation strategies Supporting the Commissioning Manager with business planning activities
Identify performance or organisational risk issues within commissioning projects /strategies and develop recommendations for risk mitigations for discussion with the Commissioning Manager
Contribution to the creation and maintenance of positive stakeholder and partner relationships, acting as the key contact for some partners and working collaboratively to achieve common goals
Prepare for and lead contract management meetings with providers to provide assurance of contract compliance and delivery of quality and value for money. Review KPI (Key Performance Indicators) data and develop collaborative solutions to issues. Escalate areas of concern or underperformance to the Commissioning Manager and recommend options for resolution.
Support the development of Commissioning Officers through informal learning opportunities
Ensure all commissioning practice adheres to legislative requirements and best practice, including co-production and service user involvement wherever possible
Work flexibly to support the development and implementation of wider commissioning strategies according to the priorities of the team and directorate
Demonstrate an awareness and understanding of equality, diversity and inclusion, ensuring best practices in EDI are applied to all commissioning activity.
Deputise for the Commissioning Manager in relevant forums, Boards

### Job Knowledge, Skills & Experience:

#### Minimum levels of qualifications and/or equivalent experience required for this job

Qualifications Required	Subject	Essential / Desirable
Degree/NVQ4/HNC/HND/relevant professional qualification or equivalent relevant experience	Any	Essential

**Minimum levels of knowledge, skills and experience required for this job**

<b>Knowledge &amp; Understanding</b>	<b>Description</b>	<b>Essential/ Desirable</b>
Commissioning	Good knowledge and understanding of public sector commissioning cycle and its application	Essential
Adult Social Care Commissioning	Knowledge of key policy, legislation and guidance relating to Adult Social Care commissioning	Desirable
Local care markets	Awareness of local care and/or preventative provision and impact of market dynamics on the council	Essential

Skills	Description	Essential/ Desirable
Analytical & strategic thinking	<p>Ability to analyse a range of information and develop innovative, effective solutions</p> <p>Ability to think strategically and consider impact of ideas on the wider system and over the long term</p>	Essential
Partnership & collaborative working	<p>Ability to establish and maintain working relationships and work in collaboration with others to produce a shared outcome</p> <p>Skilled in successfully negotiating solutions and problem solving within the context of working relationships</p>	Essential
Leadership & management	<p>Contribute to driving forward the development and implementation of commissioning strategies</p> <p>Ability to challenge ways of working and influence others</p>	Essential
Change Management	Capacity to manage change for self and others	Essential
Communication	<p>Excellent written and oral communication skills, able to tailor style to a wide range of audiences</p> <p>Excellent interpersonal and facilitative skills in 1:1 and group settings</p>	Essential
Organisation	<p>Ability to work independently and manage own workload</p> <p>Ability to manage multiple, sometimes competing priorities</p> <p>Ability to meet challenging deadlines</p>	Essential
Problem Solving	Ability to problem solve on a wide range of issues and seek information & guidance to make an appropriate decision or recommend a course of action	Essential
Project Management	Ability to develop project plans, drive and monitor progress and manage risk to ensure successful delivery of the end outcome	Essential
IT	Good IT skills, proficiency in Microsoft Office, effective at data inputting, extraction and production of reports and presentations	Essential

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Experience	Description	Essential/ Desirable
Commissioning	Experience of public sector commissioning or demonstrable experience of applying the commissioning cycle in a previous role	Essential
Change Management	<p>Experience of supporting or leading change or transformation in the workplace</p> <p>Experience of identifying and/or implementing solutions that deliver innovation, improvement or efficiency</p>	Essential
Partnership Working & Collaboration	<p>Experience of establishing &amp; maintaining effective working relationships with a range of internal &amp; external stakeholders to commission services or reach a shared outcome.</p> <p>Experience of negotiation, problem solving and having difficult conversations</p>	Essential
Leadership & Management	<p>Demonstratable use of leadership skills to influence and motivate others</p> <p>Resilience and ability to manage in pressurised situations</p>	Essential
Resource Management	<p>Experience of successfully managing a budget</p> <p>Experience of calculating financial information (e.g., expenditure, cost savings/ efficiencies etc)</p> <p>Some experience of supervising or developing others</p>	Desirable
Project Management	<p>Experience of forward planning a project or piece of work and ensuring successful delivery of project milestones.</p> <p>Experience of successfully managing competing priorities.</p>	Essential
Information analysis and presentation	Experience of collating, analysing and presentation of data in a variety of formats. Production of strategies and reports for consideration or decision making	Essential
Sector Experience	Experience of working within health, social care or local government sector	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

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