

# Commissioning Officer

## Grade 10

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Insight has evidenced that Staffordshire is a great place to live. Most families are happy, safe and have loving homes, however there are some families who face challenges that mean they cannot thrive in the way they want to.

We are committed to developing a system and a way of working that will enable Staffordshire's children to thrive within their own families and communities by

addressing the root causes of difficulties for the whole family at the earliest point.

Staffordshire's Children & Families directorate aims to:

- a. Maximise the achievement of better outcomes for families in Staffordshire using all available resources, effectively and efficiently.
- b. Support safer, healthier, thriving children whose needs are met within their families and communities where it is safe to do so, reducing the need for higher cost, complex interventions.
- c. Provide a high-quality statutory Children's Service (Staffordshire County Council's children's services are currently rated as "Good" by Ofsted) that only works with those children and families who require this specialist level of intervention.

Our commissioning is focused upon reducing demand. We recognise that our commissioning must be evidenced based and future focused. Whilst the service within the cusp of statutory care is dealing with the issues that are presenting today, we expect to commission services, relationships and practice smartly to prevent those issues presenting in the future.

### **About the role**

The Commissioning Officer will be required to manage short and long-term commissioning processes and delivery.

This role will be required to work with a wide variety of stakeholders and partners in supporting the Children and Families directorate to:

- understand the needs of Staffordshire children, young people and their families;
- translate those needs into definable outcomes;
- enable the delivery of outcomes within available resources to achieve best value for money;
- Performance manage the process and outcomes.

## Reporting Relationships

**Responsible to:** Commissioning Manager

**Responsible for:** n/a

### Relationships with:

- Other Commissioners as appropriate
- Internal and external partners

### Key Accountabilities:

1. Supporting the design of service specifications and develop quality standards and desired outcomes for programmes and provision, including those in multi-agency environments, by liaising with internal and external stakeholders, partner organisations, children, young people and their families.
2. To identify opportunities for commissioning and build appropriate relationships with both internal and external partners to enable provision to be scoped and delivered.
3. Delivery of agreed aspects of the commissioning cycle within given level of competence to support all programme delivery and meet the agreed needs and ensure value for money and to improve the outcomes for children and families
4. Work with the Commercial team to agree contractual aims and support the selection of preferred providers
5. Contribute to reports to support the decisions of relevant committees and boards ensuring compliance with overall service objectives
6. To assist in the monitoring of financial information and resource allocation
7. Support the project management of change across all delivery partners to ensure that improvements are achieved on time and to standard
8. Work as part of the Commissioning team, approaching tasks flexibly and supporting key commissioning priorities as they are established by the Senior Commissioning Leads. However, you will be expected to develop a specialism/expertise in a sub defined area of the commissioning function.

Oversee and supporting the work of less experienced members of the team and support the line manager in their development.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

*The content of this Job Description and Person Specification will be reviewed on a regular basis.*

**Person Specification**

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

<b>Minimum Criteria for Disability Confident Scheme *</b>	<b>Criteria</b>	<b>Measured by</b>
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Educated to degree/HND standard or possessing an equivalent professional qualification or equivalent by experience.</li> </ul>	<p>A/I</p>
  	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience and understanding of commissioning services</li> <li>An understanding of the financial constraints facing the service areas</li> <li>Computer literate with an appreciation of the use and application of data collection and analysis techniques</li> <li>Experience in negotiating service delivery requirements</li> <li>Experience of contract setting processes</li> <li>Able to demonstrate an ability to use resources flexibly and creatively within a contractual framework</li> <li>Experience of resource management through coaching or motivation of staff and colleagues</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Good organisational skills and the ability to work under pressure.</li> <li>Excellent communication, negotiation and interpersonal skills at all levels, and with stakeholders.</li> <li>Ability to understand and interpret strategic planning interventions</li> </ul>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300