

Job Description

Job Details	
Commissioning Project Officer	
Grade	07
Directorate	Health and Care
Service	Care Commissioning
Grading Panel Date	22.11.2024
Job ID	70000856/G07/CAS

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 the people of Staffordshire.
- 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

The structure for Health and Care provides a clear focus on 3 defined areas of work:

1. Public Health and Prevention
2. Adult Social Work and Safeguarding

3. Care Commissioning

This job plays a role within the wider Public Health and Prevention, Adult Social Work and Safeguarding and Care Commissioning teams. Their focus is to achieve outcomes to meet the needs of people relating to care and public health.

About the Role

This post will support Commissioning Officers, Commissioning Managers and Senior Commissioning Managers across Care Commissioning to plan, deliver and monitor the implementation of commissioning projects to ensure programmes deliver better outcomes for Staffordshire residents. The post holder will be expected to be flexible across all care groups and specialisms and ensure that cross-cutting issues are identified and developed

Reporting Relationships

Responsible to:	Senior Commissioning Manager
Responsible for:	N/A

Key Accountabilities

Contributing to service specifications, developing clear quality standards and desired outcomes for commissioned services.

Contributing to agreed aspects of the commissioning cycle to ensure programmes deliver better outcomes for Staffordshire residents.

Support the design and management of projects to enable delivery against key outcomes.

Contributing to the production and maintenance of project documentation to support project delivery and monitoring.

Influence and support stakeholders, partner organisations, providers and people with lived experience to engage with specific programmes, as defined by Care Commissioning priorities.

Contribute to the design of, and organise and manage engagement and co-production events to support delivery of Care Commissioning priorities.

Create/manage data as required to record, evidence, and monitor financial & procurement processes. Working alongside the Commissioning Officer/Managers to liaise with stakeholders/partners whilst identifying and escalating any risks.

Support performance data capture from various sources for incorporation into the County Council reporting systems as appropriate.
Maintain data quality, supporting Care Commissioning budget management process and effective data intelligence to inform the commissioning process.
Research, analysis and interpretation of data and information from a wide range of internal and external sources to inform Care Commissioning activities.
Support the development of reports and presentations for a variety of audiences.
Comply with SCC policies as relevant. Any other duties as may be assigned from time to time by the senior commissioning manager or their nominee.

Other Information
This post is designated as a Casual car user.
No Political Restriction.
No Travel Requirements.

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.

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

Person Specification		
Qualifications/Professional Membership		
	A/I	Educated to Diploma Level 3 or experience in a similar role that may be deemed to have brought the post holder to a comparable level of attainment.
Knowledge and Experience		
	A/I	Ability to build effective working relationships and networks with partners, stakeholders, workforce and people with lived experience.
	A	Experience of using advance functions within MS Excel to perform analysis with the potential to learn and adapt skills where necessary
	A/I	Working knowledge of adult social care
	A/I	Working knowledge of the commissioning cycle and demonstrable experience of supporting the commissioning of services
	A/I	Knowledge and experience of delivering change in a public sector environment
	A/I	Experience of and ability to contribute to the design of and facilitate workshops, meetings, engagement events etc.
	A	Experience of financial systems and processes
	A	Demonstrable evidence of achieving key performance measures when working on own initiative.
	I/T	Experience of working with social care/Primary Care and/or NHS data
Skills		
	A/I	Effective communication (verbal, written, listening) negotiation, influencing and interpersonal skills
	I	Able to work effectively occasionally with minimal supervision and direction using own initiative

	I	Organisational skills and the ability to work under pressure
	A/I	Sound IT skills with the ability to use IT systems that may previously be unfamiliar
	A/I	Ability to deal with a range of issues, prioritise conflicting demands, and meet deadlines, using own initiative
	I/T	Numeracy and data analysis skills, including interpretation and manipulation skills
	I	Ability to maintain confidentiality and an awareness of the importance of data protection
	I	A team player with a can-do attitude with a focus on delivery.
	I	Positive attitude and emotionally resilient to setbacks
	I	Willing to take active responsibility for own development
	I	Planning and project support skills
	A	Evidence of personal development



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