

## Job Title: 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 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**

Staffordshire County Council is one of the largest local authorities in the UK and provides a broad range of services to its citizens.

The adult's public health function at Staffordshire County Council sits within the Health and Care Directorate. The team is responsible for oversight and delivery of the county's public health responsibilities, spanning the three domains of public health:

- Health improvement
- Healthcare public health
- Health protection

The team provides specialist input, technical expertise and leadership for a range of programme areas, wherever possible working 'upstream' to prevent ill health and enable good health and wellbeing. The team strives to ensure high quality and evidence-based practice, with a focus on reducing health inequities and achieving the best possible health and wellbeing outcomes for all of Staffordshire's residents.

## **Reporting Relationships**

Responsible to: Senior Commissioning Manager or Commissioning Manager

Responsible for: n/a

## **About the Role**

The Commissioning Officer will be required to manage short- and long-term commissioning arrangements and will be required to work with a wide variety of stakeholders and partners in supporting the County Council to

- understand the needs of Staffordshire citizens.
- translate those needs into definable outcomes.
- secure delivery of outcomes within available resources to achieve best value for money; and
- performance manage the process and outcomes.

**Key Accountabilities:**

1. Drawing up service specifications and developing clear quality standards and desired outcomes for services, including those in multi-agency environments, by liaising with SCC colleagues, stakeholders, partner organisations, service users and carers.
2. To undertake the identification of opportunities for commissioning (including commissioning without funding) of a defined sub area of public health.
3. Contributing to reports in order to support the decisions of relevant committees and boards ensuring compliance and coherence with overall public health objectives.
4. Delivering agreed aspects of the commissioning cycle to support all aspects of programme delivery and meet the agreed needs.
5. To assist in the monitoring of financial information and resource allocation.
6. Working with the Commercial team to agree contractual aims and select preferred providers to deliver intended outcomes. [OBJ]
7. Providing advice, guidance and practical assistance to service providers and users. [OBJ]
8. Overseeing and supporting the work of less experienced staff and supporting 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

Please note that all criteria shown below is essential

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to degree/HND standard or possessing an equivalent professional qualification or equivalent by experience</li> </ul>	A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Demonstrable experience and understanding of commissioning services within environments that include for example in one of these areas: health protection/outbreak management; public health; health and care; NHS; NHSE; PHE; environmental health; trading standards; statistic/population management/insight.</li> <li>An understanding of the financial constraints facing the service/programme areas.</li> <li>Computer literate with an appreciation of the use and application of data collection and analysis techniques.</li> <li>Understanding of co-production.</li> <li>Experience of evaluating a project or programme.</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 coordinating partnerships.</li> <li>Experience of providing advice, information and guidance to providers or service users.</li> <li>Experience of producing and presenting information to a range of stakeholders.</li> </ul>	A/I  A/I  A/I  A/I A/I A/I A/I  A/I A/I  A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Enhanced organisational skills and the ability to work under pressure.</li> <li>Communication, negotiation and interpersonal skills at all levels, and with stakeholders.</li> <li>Ability to network across organisational boundaries.</li> <li>Efficient written and oral communication skills, to support report writing and delivery of presentations/training to a range of stakeholders at varying levels.</li> <li>Effective interpersonal skills, including the ability to form effective relationships with colleagues and partners and be able to work as part of a team.</li> <li>Motivational skills and a proactive approach to problem solving.</li> <li>Ability to understand and interpret strategic planning interventions.</li> </ul>	A/I  A/I  A/I A/I  A/I  A/I  A/I  A/I

	<ul style="list-style-type: none"> <li>• Effective planning and project management skills.</li> <li>• Demonstrate commitment to continuing personal development.</li> </ul> <p>This post is designated as a casual car user.</p>	A/I A/I
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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**