

Apprentice Commissioning Project Officer

Apprentice Grade 7

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:

1. Support in the development of service specifications, developing clear quality standards and desired outcomes for commissioned services.
2. support in the development to agreed aspects of the commissioning cycle to ensure programmes deliver better outcomes for Staffordshire residents.
3. Support the design and management of projects to enable delivery against key outcomes.
4. Support with to the production and maintenance of project documentation to support project delivery and monitoring.
5. Assist with engagement with stakeholders, partner organisations, providers and people with lived experience to engage with specific programmes, as defined by Care Commissioning priorities.

6. Contribute to the design of, and organise and manage engagement and co-production events to support delivery of Care Commissioning priorities.
7. Support the creation and management of 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.
8. Support performance data capture from various sources for incorporation into the County Council reporting systems as appropriate.
9. Assist with maintaining data quality, supporting Care Commissioning budget management process and effective data intelligence to inform the commissioning process.
10. Support with research, analysis and interpretation of data and information from a wide range of internal and external sources to inform Care Commissioning activities.
11. Support the development of reports and presentations for a variety of audiences.
12. 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.

This post has no political restriction.

No Travel Requirements.

This section is to add any job specific information/working conditions that it would be useful for a candidate to know when applying.

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership Study towards a Level 6 apprenticeship in Chartered Management	
	Knowledge and Experience Ability to build effective working relationships and networks with partners, stakeholders, workforce and people with lived experience. Experience of using functions within MS Excel to perform analysis with the potential to learn and adapt skills where necessary An understanding of adult social care Experience of and ability to contribute to the design of and facilitate workshops, meetings, engagement events etc. Experience of financial systems and processes Demonstrable evidence of achieving key performance measures when Ability to work on own initiative.	
	Skills Effective communication (verbal, written, listening) negotiation, influencing and interpersonal skills Able to work effectively occasionally with minimal supervision and direction using own initiative Organisational skills and the ability to work under pressure Sound IT skills with the ability to use IT systems that may previously be unfamiliar	

	<p>Ability to deal with a range of issues, prioritise conflicting demands, and meet deadlines, using own initiative</p> <p>Numeracy and data analysis skills, including interpretation and manipulation skills</p> <p>Ability to maintain confidentiality and an awareness of the importance of data protection</p> <p>A team player with a can-do attitude with a focus on delivery.</p> <p>Positive attitude and emotionally resilient to setbacks</p> <p>Willing to take active responsibility for own development</p> <p>Planning and project support skills</p> <p>Evidence of personal development</p>	
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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. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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