Job Title: Commissioning Support Officer

Grade: 6

Our Vision

We have a clear vision for Staffordshire - 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

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 where the focus is to achieve outcomes to meet the needs of people relating to care and public health.

This post will support Commissioning Officers and Senior Commissioning Managers across Public Health and Prevention to plan, deliver and monitor the implementation of commissioning projects to ensure programmes deliver better health outcomes for Staffordshire residents. Although working to a care group or public health specialist, 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: Senior Commissioning Mangers, Commissioning Managers and Commissioning Officers

Responsible to: Commissioning Manager

Responsible for: N/A

Key Accountabilities:

1. Contributing to service specifications, developing clear quality standards and desired outcomes for public health and prevention commissioned services; Supportive Communities and Warmer Homes.
2. Contributing to agreed aspects of the commissioning cycle to ensure programmes deliver better health outcomes for Staffordshire residents.
3. Influence and support stakeholders, partner organisations and providers to engage with specific public health programmes, as defined by Public Health and Prevention priorities.
4. Create/manage data systems 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.
5. Support performance data capture from various sources for incorporation into the County Council reporting systems as appropriate.
6. Maintenance of data quality, supporting Public Health and Prevention's budget management process whilst aligning with external requirements and performance monitoring.
7. Provide support to Management and Colleagues across Supportive Communities.
8. To 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.

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

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * 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. * Evidence of recent personal development | A/I |
| **employer_small** | **Knowledge and Experience**   * Working knowledge of the commissioning cycle and demonstrable experience of supporting the commissioning of services * Ability to work with internal and external stakeholders, to deadlines, with conflicting demands under pressure. * Ability to establish and maintain good working relationships with a wide range of people * Knowledge and experience of delivering change in a public sector environment * Experience of using advance functions within MS Excel to perform analysis with the potential to learn and adapt skills where necessary * Experience of financial systems and processes * Demonstrable evidence of achieving key performance measures when working autonomously * Some experience of staff supervision or coaching * Experience of working with Primary Care and/or NHS data * Working knowledge of Public Health and Prevention | A/I |
| **employer_small** | **Skills**   * Hold a full valid driving license * Excellent communication, negotiation, influencing and interpersonal skills with programme stakeholders/partners Ability to work on own initiative * Ability to learn new information quickly * Good numeracy skills * Good organizational skills and the ability to work under pressure * Sound IT skills with the ability to use IT systems that may previously be unfamiliar to them * Good planning and project support skills | A/I |

This post is designated as a casual/essential car user

**employer_small** 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 and Resourcing team on 01785 237800**

**Shared Services on 01905 947446**