Commissioning Support Officer
Grade 5

RAxx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

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, 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.

**Our Vision for Children and Families**

Our vision is to create one system, that places children and their families at the heart of all we do. Where support is required for some families, access to this will be local, accessible and make a difference and specialisms will work to enhance those offers.

• Family First – We will do what works best for the child.

• Whole System approach – We are removing silos

• Integrated pathways and structures

• Specialist support available where needed

• Local –Children are supported to remain within their localities and families can access effective community support.

• Flexible –We are a learning system which can adjust to need, and our workforce is flexible and agile.

• Fixes current system issues – we identify system issues and implement solutions which work better for the child, their family, and practitioners

• We will always prioritise quality of Practice and Outcomes

• We are evidence led and informed by the views of the children and families

## About the Role

The Commissioning Support Officer will support the Education Commissioning team to plan, deliver and monitor the implementation of commissioning projects and subsequent delivery.

This role will:

* focus on ensuring robust and accurate record keeping for children being educated other than at school
* be responsible for systems, data entry and processing data effectively to provide commissioners with the necessary information to process charges for education
* undertake operational duties associated with the day-to-day running of our Alternative Provision Dynamic Purchasing System (DPS)
* Work effectively with with a wide range of practitioners and stakeholders to secure education for children who are out of school
* Support the Commissioning Team to ensure the delivery of outcomes within available resources, and to achieve best value for money.

Reporting Relationships

Responsible to: Senior Partnership & Commissioning Manager

Responsible for: n/a

Key Accountabilities:

1. To use, maintain and monitor extensive and varied SCC ICT packages for the input and retrieval of data, use of office email and intra/internet facilities.
2. Assistance with the maintenance and monitoring of commissioning budgets, including raising invoices, payment of accounts through the County Council’s Finance systems.
3. Assistance with the development of publicity and other information including website development as appropriate for commissioned services and support.
4. The production of high-quality documents, presentations and spreadsheets.
5. To establish and maintain appropriate pending, filing and information systems, which will include maintaining a range of databases.
6. To organise events on behalf of managers as required including booking rooms, publicity, responding to enquiries, maintaining databases of attendance and registration.
7. To undertake research activity and plan engagement opportunities to support the Team in the development of new ways of working
8. To undertake any other duties required by management which are commensurate with the grading of the post.

**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/Professional membership*** GCSE English or equivalent
* NVQ III in Business Administration or equivalent
 | A/IA/I |
| **employer_small****employer_small** | **Knowledge and Experience*** An understanding of the Council as a commissioner of services, and of the County Council Operating Model
* An understanding of the financial constraints facing the service areas
* Computer literate with an appreciation of the use and application of data collection and analysis techniques
* Experience of monitoring budgets
* Working with internal/external customers to provide a quality service
* Understanding the Council and its changing role in the community.
 | A/IA/IA/I/TA/IA/IA/I |
| **employer_small** | **Skills*** Good organisational skills and the ability to work under pressure.
* Demonstrate relevant numerical skills required to complete the full range of financial transactions
* Commitment to an excellent service and the achievement of high-quality standards
 | A/IA/IA/I |

**** 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 on 01785 278300**

**Shared Services on 01905 947446**