

# Commissioning Officer

## Grade: 10

### **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 key 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 assist Consultants in Public Health or Lead Commissioners by providing specialist advice and support in all elements of commissioning, needs assessment and service design to achieve better outcomes. Although working to a care group or public health specialism, 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: Lead Commissioner or Senior Commissioning Manager, or Consultant in Public Health**

**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 of a defined sub area of care and support/public health or prevention services

3. Contributing to reports in order to support the decisions of relevant committees and boards ensuring compliance and coherence with overall service 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.
7. Providing advice, guidance and practical assistance to service providers and users.
8. Overseeing and supporting the work of less experienced staff, and support 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

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</li> <li>An understanding of the financial constraints facing the service areas</li> <li>Computer literate with an appreciation of the use and application of data collection and analysis techniques</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 resource management through coaching or motivation of staff and colleagues</li> </ul>	A/I A/I A/I A/I A/I A/I A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Good organizational skills and the ability to work under pressure.</li> <li>Excellent communication, negotiation and interpersonal skills at all levels, and with stakeholders.</li> <li>Ability to understand and interpret strategic planning interventions</li> </ul>	A/I/T A/I/T A/I/T A/I

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|  | <ul style="list-style-type: none"><li>• Commitment to ongoing personal development</li></ul> |  |
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This post is designated as a casual/essential car user



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 278300**