Job title: Commissioning Support Officer

Grade: 5 (25.5 hrs - £15,140 to £15,985)

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 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

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if

we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system.

Reporting Relationships

Responsible to: Finance & Contracts Monitoring Officer

Responsible for: N/A

Key Accountabilities:

1. To provide support to the Market Relationship Manager and The Finance and Contracts Monitoring Officer in relation to placement monitoring, including contractual arrangements and financial aspects.
2. To be responsible for ensuring all information is in place to enable prompt payments of invoices and as and when required deal with queries.
3. To be the main point of contact for dealing with telephone enquiries, disputes and written enquiries arising regarding payments ensuring they are dealt with efficiently and effectively.
4. To carry out all duties in compliance with Financial Regulations, Standing Orders, and other associated guidance as required.
5. To participate in the production and monitoring of Individual Placement Agreements and contracts for placements.
6. To provide administrative assistance and support to the placement service, senior officers, including minute taking and undertaking production of reports, statistical summaries, action decisions and disseminating information, whilst ensuring accuracy and confidentiality.
7. To be responsible for the administration of the Panels that includes preparing panel paperwork and agenda, taking minutes and circulating all key decision sheets.
8. To be responsible for developing and maintaining a data base and spreadsheets for the recording of placement information.
9. To provide reports on a regular basis which includes performance and management reports and facilitate the arranging of contract meetings if and when required.

10. Work with the Placement Service to contribute to the ongoing development of an effective and efficient service

11. Any other duties that may from time to time be allocated and that are commensurate with grading of the post although suitable adjustments will be in line with the Equality Act

**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**  **Qualifications and Skills**   * GCSE English and Mathematics * NVQ level 3 or equivalent * IT qualification to a competency level of ECDL * Possess and demonstrate good written and oral communication skills in order to liaise effectively with service providers and staff. * Ability to work to deadlines and under pressure and on own initiative | A/I/  Application form  Application form  Application form  Application form/  Interview  Application form/  Interview |
| **employer_small** | **Knowledge and Experience**   * Awareness of the needs of Looked After children & young   people.   * Knowledge and experience of office procedures * Ability to work within a team environment and demonstrate good   interpersonal skills   * Ability to liaise with people at all levels both from within the   Council and external bodies   * Experience of using computer-based information systems * Ability to interpret, accurately input and retrieve data using   software provided | Application form/ Interview  Application form/ Interview  Application form/ Interview  Application form/ Interview  Application form/ Interview  Application form/ Interview |
| **employer_small** | **Skills**   * Excellent communicator * Positive attitude * Ability to deal with a range of issues and conflicting demands * A commitment to Equal Opportunities, Anti-Discriminatory Practice and to work with a diverse customer base. * It is anticipated that all employees will have a commitment to further training and development commensurate with their grade. * Any other duties that may from time to time be allocated and that are commensurate with the grading of the post. | Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview |

**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 & Resourcing Team 01785 278300