

# Job Description

<b>Role Profile</b>	–	Commissioning Officer – Integrated Equipment Service
<b>Service/Team</b>	–	Adult Social Care - Commissioning
<b>Reports to</b>	–	ICES Partnership Manager
<b>Responsible for</b>	–	N/A
<b>Number of posts</b>	–	1
<b>Post number</b>	–	
<b>Career Grade</b>	–	BCP Grade H

**My job improves the quality of life for the people of Dorset by ensuring that vulnerable adults and are supported to sustain independent lives either after a hospital stay or as part of avoiding an admission to a hospital or more restrictive environment away from their home . By doing this we can ensure that commissioned services secure positive outcomes and improve the health and wellbeing of those receiving them.**

## Job Overview

To support the Partnership Manager in the development, implementation, and improvement of effective commissioning strategies, primarily, in relation to the Pan-Dorset Equip for Living Service (the Integrated Community Equipment Service) for Adults' Health and Social Care services.

## Key Responsibilities

- Support the Manager and Senior Officers with the co-ordination and development of commissioning strategies and activity plans and pipelines for Health and Social Care, to help ensure that commissioning and procurement activity is pro-active and planned and involves relevant stakeholders.
- Develop and maintain effective working relationships with the Pan- Dorset Equip for Living Service Provider to ensure consistent and smooth delivery of services within budgetary frameworks and financial regulations, through the process of supporting and attending regular contract review meetings, make recommendations to improve the quality and efficiency of the service and, when necessary, to support operational teams and Commissioners to address provider performance issues.
- Gather and analyse a broad spectrum of information from a variety of sources to inform assessment of needs in social care and health services and to map the provision of services, to provide the evidence base for strategic planning and service developments.
- Produce written briefings and similar documents under the direction of Manager and Senior Officers and contribute to written reports and help inform plans being developed by managers.
- Co-ordinate the involvement of stakeholders, carers, and clients with the development of commissioning strategies specifically but not exclusively in relation to the Integrated Community Equipment Service, to help ensure that commissioning activity is robust, sustainable, and designed and delivered in accordance with needs.
- Co-ordinate, facilitate, support, and audit Partnership Prescriber access to the Equip for Living Service.

- Co-ordinate engagement and co-production activities through the arrangement of engagement events, training sessions, social media campaigns and producing written communications, to increase the profile of the team, develop relationships, and support knowledge and intelligence sharing between key Stakeholders and the Council.
- Assist in the planning and management of commercial negotiation with external Providers and suppliers, to help drive savings, maintain and improve quality in services, and to help realise value for money and efficiencies for the Council.
- Assist the planning and management of commissioning projects that seek to embed change in how commissioning is delivered, to support management to ensure commissioning activity is in accordance with best practice and procured in a cost effective and efficient manner.
- building of capacity and capability internally and within the local/national market, and help ensure that service provision can meet the Council's wider strategic objectives.
- This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

### **Specific Qualifications and Experience**

- Degree level education or equivalent work related experience.
- High level of understanding of the Adult Care sector and the Social Care Transformation agenda.
- Knowledge of partnership working and developing services with partners.
- Ability to influence and engage with people
- Experience of communicating effectively with vulnerable adults and their families and carers, with demonstrably good listening and advocacy skills.
- Understanding of legislation and changes that inform and shape the way in which commissioned contracts are developed and monitored with the Adults service area.
- Excellent IT skills including Microsoft Office and knowledge of e-tendering software packages.
- Knowledge of data processes and regulations.
- Experience of using e-procurement and tendering portals.
- Ability to prioritise and manage activities in order to deliver commissioning projects and objectives.

### **Personal Qualities & Attributes**

- High level of empathy and resilience dealing with those experiencing significant challenges;
- High level of resilience, attention to detail, emotional intelligence, ability to work calmly and methodically under pressure etc

- Ability to lead, plan and organise own workload
- Ability to prioritise workload with competing demands and manage activities in order to deliver commissioning projects and objectives
- Well-developed communication and interpersonal skills, and the ability to work in partnership. A flexible, adaptable approach is needed to communicate and engage with a range of people and situations.
- Excellent analytical and problem-solving skills
- Within own area, ability to identify service requirements or shortfalls and make recommendations to maximise service quality, efficiency and continuity.
- Ability to apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious to meet vulnerable adults and their carers requirements
- Ability to give complex advice and make recommendations to senior management to support informed decision making

### **Job Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- This role may need to work occasional evenings to attend or manage events in line with the needs of particular stakeholders.
- This post will engage with vulnerable members of our community who have lived experience and will be required to carry out a Enhanced DBS check commensurate to the role.