

Role Profile

Reference Number	ACI004
Role Title	Commissioning Officer I
Directorate	Adult Social Care
Department	Adult Social Care Commissioning and Improvement
Reports to	Senior Commissioning Officer / Commissioning Team Leader

Role Purpose

To support the development, implementation, and improvement of effective commissioning strategies for Adults' Health and Social Care services.

Accountabilities

- Support the Manager and Senior Officers with the co-ordination and development of commissioning strategies and activity plans and pipelines for social care, to help ensure that commissioning and procurement activity is pro-active and planned and involves relevant stakeholders.
- Arrange and facilitate the provision of services for care and the monitoring of external provider contracts, to ensure that commissioned and contracted services are provided in accordance with user need, and contracts deliver required performance.
- Gather and analyse a broad spectrum of information from a variety of sources to inform assessment of needs in social care 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, to help ensure that commissioning activity is robust, sustainable, and designed and delivered in accordance with needs.
- Co-ordinate engagement with the care provider market through the arrangement of engagement events, social media campaigns and producing written communication products, to increase the profile of the team, develop relationships, and support knowledge and intelligence sharing between providers and the Council.
- Assist in the planning and management of commercial negotiation with external care providers, to help drive savings, maintain and improve quality in services, and to help realise value for money and efficiencies for the Council.
- Assist 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.
- Contribute to the provision of resources and external training for the Council and the care supply chain, including SMEs and the voluntary and community sector to support the 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.

Knowledge / Skills / Experience required

- Degree level education.
- High level of understanding of the Adult Care sector and the Social Care Transformation agenda.
- Knowledge of partnership working and developing services with partners.
- 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.
- Advanced knowledge of procurement and contracting processes, including those relating to the development of specifications, contract documents, and payments.
- Experience of using procurement and contracting procedures (including legal and regulatory requirements and the risks of non-compliance), and of developing standard specifications and contract documentation.
- Experience of using e-procurement and tendering portals.
- Ability to prioritise and manage activities in order to deliver commissioning projects and objectives.
- Well-developed communication skills, with the ability to use technical knowledge to provide advice and guidance, and to negotiate with suppliers on contract performance.

Dimensions of role

- This role will not necessarily have line management responsibility but may provide supervision or direction to junior roles and review the performance of contractors/external service providers.
- This role does not manage any direct budgets.
- Planning will typically be over days and weeks. The role holder will need to be proactive and respond to queries and be able to organise their own time.

Notes

Date:	01/02/2021
Working Conditions:	<p>Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:</p> <ul style="list-style-type: none">• The role may be in meetings and reviews regarding services and therefore hear of distressing cases (e.g. domestic abuse).• The role may need to deal with occasional challenge from individuals and families regarding commissioned services.
Working Arrangements:	<ul style="list-style-type: none">• The role may be required to work weekends or evenings as part of scheduled community engagement activities.