

Job Description

Post Title: Commissioning Officer – Homecare and Reablement

Role Profile	–	ACI004 Commissioning Officer I
Service/Team	–	Adult Social Care - Commissioning
Reports to	–	Strategic Commissioning Manager – Homecare and Reablement
Responsible for	–	N/A
Number of posts	–	1
Post number	–	CM529
Career Grade	–	H

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that quality services are developed and delivered to secure positive outcomes and improve the health and wellbeing of vulnerable adults.

Job Overview

To support the development, implementation, and improvement of effective commissioning strategies for Adults' Health and Social Care services, with a primary focus on Homecare and Reablement.

Key Responsibilities

- 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 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 the 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.

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 experience.
- High level of understanding of the adult social 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 Adult Social Care 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

Personal Qualities & Attributes

- 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.
- High level of resilience, attention to detail and emotional intelligence
- 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 DBS check commensurate to the role.