# Job Description

**Post Title: Senior Commissioning Officer – Prevention and Wellbeing**

**Role Profile** ACI003Commissioning Officer II

**Service/Team** Adult Services Commissioning – Long Term Conditions

**Reports to** Strategic Commissioning Manager – Prevention and Wellbeing

**Responsible for** 0

**Number of posts** 1

**Post number**

**Career Grade** J

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring that good quality care and support services are developed and delivered locally in a way that secures positive outcomes and improves the health and wellbeing of vulnerable adults.

**Job Overview**

Support the Commissioning Manager for Prevention and Welling by taking a key role in the commissioning cycle for preventative services that promote independence, choice and control, and delay, reduce or prevent the need for long term care and support.

To ensure that the voice of people who use the services, their carers and their advocates are at the heart of the commissioning and review of services through effective mechanisms for involvement and co-production.

## Key Responsibilities

* Research, collect, collate and analyse information about preventative services in order to identify changes or developments in service provision, develop the local market and ensure a relentless focus on outcomes, efficiency and value for money from commissioned services.
* Contribute to the development, implementation and monitoring of strategic commissioning plans to deliver the Council’s strategic objectives, which are effective, and person focused.
* Stimulate stakeholder involvement in service re-design and development, ensuring co-production and proper involvement in decision-making undertaken by the relevant partnership or governance groups by organising and chairing workshops, consultation events, information events, forums and steering groups as appropriate.
* Establish and maintain robust partnerships with commissioning partners, stakeholders and providers from a variety of organisations to ensure that services are robust, sustainable, jointly agreed, and service user interests are properly reflected in the design and delivery of services.

* Regularly monitor and evaluate services commissioned, ensuring they are delivering value for money and quality, identifying any service issues and developing plans and actions for remedial action, to ensure that performance is maintained, and service users’ safety and wellbeing maintained.
* Take a lead role in the development of contractual arrangements and tendering for preventative services, verifying that they are delivered in accordance with contractual performance requirements, within regulations, and deliver value for the Council.
* Co-ordinate cross-departmental projects, creating flexible, outcome-based project teams to deliver changes required by new and emerging local and national policy and financial frameworks.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post.

## Specific Qualifications and Experience

* Degree level education or equivalent.
* High level of understanding of the adult social care sector and the Social Care Transformation agenda.
* A good working knowledge of partnership working and developing services with partners.
* An ability to identify, understand and apply legislative changes that could impact on the way in which commissioned contracts are developed and monitored with the social care service area.
* Providing written reports and recommendations on work areas.
* Knowledge of project planning, project and budget management.
* Experience of using procurement and contracting procedures (including legal and regulatory requirements and the risks of non-compliance), and of developing specifications and contract documentation.

## Personal Qualities & Attributes

* Be self-directed, use own initiative and be able to manage own time and workload priorities
* Ability to prioritise and manage activities in order to deliver commissioning projects and objectives.
* Excellent 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, emotional intelligence, calm under pressure etc
* High level of attention to detail.

## 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.