# Job Description – Commissioning Project Officer LD

**Role Profile**  **Commissioning and Improvement – People Services**

**Service/Team** Strategic Commissioning - Disabilities

**Reports to** Commissioning Manager - LD

**Number of posts** 1

**Dynamics Position** 104146

**Career Grade** F

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that the services that are commissioned for vulnerable adults and their carers not only meet the needs of adults but also ensures that they have a better quality of life and are able to live life in the way that they want. By doing this we can ensure that commissioned services provide positive outcomes and improve the health and wellbeing of those who use them.**

**Job Overview**

* To support the delivery of key projects in relation to the commissioning of services for people with learning disabilities and or autism.
* To support the management of pooled budgets for people with learning disabilities across Health and Social Care for Bournemouth, Dorset and Poole.

## Key Responsibilities

* To support the effective delivery of projects and commissioning related activities, through standard project management practices, including project planning, reporting and change control and other commissioning related practices.
* To be responsible for collating and analysing of data from partners and providers and support the interrogation of financial spend to support the effective commissioning of services. To assist with the preparation of formal reports, impact assessments as and when required. To support managing and maintaining risks, issues and lessons learnt logs at a project level.
* To maintain contact with service providers with the aim of identifying good practice in service provision and gathering information about needs at local level.
* To undertake commissioning and service development work relating to market testing, market management and service reconfiguration exercises.
* To liaise with people who use services, current providers of services, potential providers of services, internal and external customers, and other agencies (for example NHS Dorset) in identifying opportunities for future service provision, joint working and innovation.
* To provide support in organising, preparing presentations, facilitating and note taking at key project related meetings, including presentations, workshops, public engagement events.
* To undertake such other duties as may be required from time to time commensurate with the level of the post.
* To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

## Specific Qualifications and Experience

* Significant experience of working as part of a project team
* Experience of Adult Social Care
* Experience of data gathering, collation and analysis
* Experience of presenting complex information
* Experience in planning, organising and supporting a variety of project related meetings and publicity events to a range of audiences
* NVQ Level 4 qualification relevant to supporting Project Management (e.g. Prince 2 and MSP) or equivalent experience
* ECDL or equivalent experience
* 3 A Levels or equivalent experience.

## Personal Qualities & Attributes

* Ability to analyse and present information including statistical data and prepare reports
* Ability to prioritise a variety of tasks against tight deadlines
* Excellent communication and negotiation skills both verbal and written
* The ability to identify improvements and implement them
* Ability to develop and initiate new systems and procedures to streamline and improve services
* Ability to create and present easily accessible informative/promotional information
* Ability to be organised and work on own initiative
* Creative in approach with an ability to solve problems
* Well organised and able to prioritise and carry out tasks and projects accurately under pressure and to tight deadlines
* Highly numerate and evaluative
* Competent and professional customer service skills
* Good team worker and an awareness of the principles of good team working
* Able to offer a high level of administrative support in a fast moving environment
* Willing to undertake new challenges
* Commitment to providing a high quality support service
* Committed to equal opportunities and anti-discriminatory practice
* Committed to partnership working
* Ability to work with minimum guidance and supervision, using own initiative.

## Job Requirements

* Specific knowledge of the commissioning process
* Specific knowledge and understanding of project management and co-ordination
* DBS check
* 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 job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.