# Job Description

**Role:** Senior Commissioning Officer

**Service/Team**: Adult Social Care Commissioning, Disabilities Team

**Reports to**: Commissioning Manager, Disabilities Team

**Responsible for:** NA

**Number of posts**: 1

**Post number**: TBC

**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 meets the needs and aspirations of local residents with a learning disability, autism and/or mental health diagnosis.

**Job Overview**

Support the Commissioning Manager by taking a key role in the commissioning cycle for social care, Responsibilities will include gathering and analysing data and intelligence, recommending priorities, commissioning services and managing provider performance, so that care needs are met and demand is managed.

The role will include leading on and managing a number of projects with a strengths-based approach and with the principles of coproduction.

This role will have a primary focus on growing personalisation within ASC and will focus on increasing the choice and control people have over their personal budget and their care and support.

## Key Responsibilities

* Lead and support the delivery of projects and programmes that develop personalisation and self-directed support. This will include the creative and innovative commissioning of daytime services and activities, identifying the provision needed in the future, action planning, service design and procurement.
* Build meaningful relationships with our coproduction partners and work alongside them to effectively ensure their knowledge and experiences feed into our work. Partners include people who have experience of social care, family carers, the voluntary and community sector and social care providers.
* Lead meetings and workshops that have clear outcomes and actions.
* Develop strong partnership working opportunities and be able to communicate with a wide variety of audiences.
* Research, collect, collate and analyse information about local providers and the wider provider market to identify gaps, changes or developments in service provision.
* Work closely with colleagues across ASC to embed and operationalise new developments that require a culture or behaviour change to ensure their success and sustainability.
* Stimulate stakeholder involvement in service re-design and development, ensuring 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 effective partnerships with commissioning partners, stakeholders and providers from a variety of organisations to ensure that services are robust, sustainable, jointly agreed, and the interests of the people who take part on these services are properly reflected in the design and delivery of services.
* Regularly monitor and evaluate commissioned services, 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 people’s safety and wellbeing maintained.
* Take a lead role in the development of contractual arrangements and tendering for adult social care 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 personalisation and self-directed support within social care.
* High level of understanding of the care and support provider market, including community-based support provided by the voluntary and community sector and micro-enterprises.
* A good working knowledge of coproduction, partnership working and developing services with partners.
* A good working knowledge of strengths-based and person-centred support planning,
* 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.
* Experience of 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 and able to manage own time and workload priorities
* Be able to prioritise and manage activities in order to deliver commissioning projects and objectives.
* Have excellent communication and interpersonal skills, and the ability to work in partnership.
* Have a flexible, adaptable approach needed to communicate and engage with a range of people and situations.
* Have a high level of attention to detail,
* Have a high level of resilience, emotional intelligence, and empathy.
* Have a professional curiosity and the willingness to learn from and reflect on experiences.

## 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.