

## BCP Pay and Reward



Search in:

<b>Reference Number</b>	ACI003
<b>Role Title</b>	Commissioning Officer II
<b>Directorate</b>	Adult Social Care
<b>Department</b>	Adult Social Care Commissioning and Improvement
<b>Reports to</b>	Commissioning Manager / Commissioning Team Leader

### Role Purpose

Support the Head of Service by taking a key role in the commissioning cycle for social care, assessing needs, recommending priorities, commissioning services and managing provider performance, so that care needs are met and demand is managed.

## Accountabilities

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- 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.
- Research, collect, collate and analyse information about the local market in order to identify changes or developments in service provision, develop the local market and ensure a relentless focus on efficiency and value for money from commissioned services.
- 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 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.
- Develop and deliver 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.
- 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 adult social care services, verifying that they are delivered in accordance with contractual performance requirements, within regulations, and deliver value for the Council.
- Supervise the work of the Commissioning Officers, providing advice and guidance on the development of commissioning action and plans and dealing with more complex enquiries, so that they can develop in their role and are able to escalate issues.

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## Knowledge / Skills / Experience required

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- Degree level education.
- High level of understanding of the care sector and the Social Care Transformation agenda.
- Substantial knowledge of partnership working and developing services with partners.
- Understanding of any legislative changes that could impact on the way in which commissioned contracts are developed and monitored with the social care service area.
- Knowledge of e-tendering software packages.
- 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.
- 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.

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## Dimensions of role

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- This role will 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 weeks. The role holder will need to be proactive and respond to queries and be able to organise their own time.

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## Notes

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**Date:** 01/02/2021

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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:

**Working Conditions:**

- 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.

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**Working Arrangements:**

- The role may be required to work weekends or evenings as part of scheduled community engagement activities.

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## Accessibility