

# Job Profile

## Commissioning Officer

Grade: I/J Career Stream

Date created: January 2012

**About the Job** To support the lead commissioners and outcome managers in achieving the expected and desired outcomes in given areas through effective commissioning activities. This is one of a number of posts that will work flexibly as a team across commissioning under the direction of commissioning managers to provide the council with access to a source of effective commissioning resource in each outcome area which will change over time. At grade J you will also be expected to lead and undertake more complex and higher risk projects and lead on lower risk commissioning exercises.

### This is what we need you to do at Grade I

- Work under the direction of commissioning managers to support lead commissioners and outcome managers to ensure the commissioning of services to meet customer needs.
- Support outcome managers and lead commissioners to ensure quality, customer informed and value for money decisions are made about commissioning and decommissioning of services.
- Provide advice, evidence and research which support commissioning decisions including analysis of market development trends.
- Support customer engagement processes to help inform commissioning decisions.
- Undertake contract monitoring directly with providers.
- Provide support for procurement and commissioning exercises
- Keep up to date with relevant policy, best practice and legislative changes to allocated outcome areas.
- Draft and compile specifications which are consistent with commissioning/procurement guidance and legislation.
- Lead and undertake project work using project planning methods.

- Ensure effective communication plans with stakeholders and partners are in place.
- Provide succinct and relevant written and verbal updates including anticipated impact and risk assessment.
- Support the provision of value for money and return on investment information and analysis.

### The additional duties we need you to do at Grade J

- Lead and undertake more complex and higher risk project work using project planning methods.
- Lead on lower risk commissioning exercises.
- Provide support for more complex and higher risk procurement and commissioning exercises.
- Keep up-to-date with relevant policy, best practice and legislative changes to allocated outcome areas and recommend solutions and changes to services to meet the new requirements.

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

## The ideal candidate will have...

### Experience

- Working in a commissioning environment as commissioner or provider.
- Experience of working in a council service area e.g. highways, children's services, adult social care etc.
- Assisting with commissioning and procurement activity.
- Building and maintaining productive relationships, including those with stakeholders and partners.
- Proven experience of interpreting and presenting research and customer views in light of legislative and policy requirements.
- Development of communication and engagement plans.
- Involvement and support to a range of projects including planning and reporting, including working on sensitive projects.
- Working in areas where policy and legislation are subject to change.
- Analysing and producing written and verbal summaries of available evidence.

### Additional Experience at Grade J

- Extensive experience of working in a commissioning environment as a commissioner or provider including experience of assisting with commissioning and procurement activity for high risk and complex projects.

### Knowledge, Skills and Understanding

- Working within and between multi agency partners and providers.
- Proven project support skills and experience of working to tight, pressurised deadlines.
- Ability to communicate effectively with a wide range of stakeholders.
- Ability to compile detailed specifications which reflect evidenced need and customer feedback/preference to commission service.
- Knowledge of procurement and commissioning legislation, policy and processes.
- Understanding of how the public sector works.
- Ability to add value through expert knowledge and understanding of a given outcome/portfolio area.

- Good written and verbal communication skills including report writing, using effective language to convey convincing ideas and arguments and the ability to simplify technical and complex information
- Commercial skills, including business modelling, programme management, procurement, negotiation and contract management
- Benchmarking skills
- Knowledge and understanding of Gloucestershire's multi agency safeguarding vulnerable adults and children policies and their application in a commissioning context.

### Behavioural attributes

- Able to work effectively with people at all levels within, and external to, the council, and able to build effective relationships.
- Committed to continuous improvement
- Customer focussed and able to communicate appropriately with customers and members of the public.
- Emotionally resilient.
- Flexible, creative and self motivated.
- Organised and able to meet deadlines.
- Politically aware.
- Ability to work on own initiative
- Ability to work effectively as part of a team
- Flexible with a "can do" attitude to work

### Education & Qualifications

#### Essential at Grade I

- Good levels of literacy and numeracy evidenced by GCSEs Grade A – C, NVQ Level 3 or equivalent experience.

#### Additional Essential Education & Qualifications at Grade J

- Excellent levels of literacy and numeracy evidenced by GCSEs Grade A – C, NVQ Level 4 or equivalent experience.

#### Additional Desirable Education & Qualifications at Grade J

- Relevant professional, procurement or commissioning qualification
- Graduate level qualification