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service and value

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Commissioning Officer – Policy and Projects	<b>Grade:</b> PO2-PO4
<b>Section:</b> Commissioning and Quality Standards	<b>Directorate:</b> Adult Social Services
<b>Responsible to following manager:</b> Commissioning Manager – Commissioning Programme and Business Intelligence	<b>Responsible for following staff:</b> Nil
<b>Post Number/s:</b>	<b>Last review date:</b> April 2018

#### **Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### **Job Purpose**

This role will provide policy and project support to a range of initiatives, and lead on key projects, across the commissioning division with a focus on health and social care integration and the development of future models of care. This will be achieved through undertaking research and providing analysis of health and social care data and information, including demand modelling, benchmarking, and use of other analytical tools, to inform strategic commissioning and the development of a sustainable and innovative care market. This role will also research and advise on the implications of new legislation and national policy directives in relation to the health and social care agenda and commissioning.

### **Specific Duties and Responsibilities**

- Research, identify and evaluate good practice and innovative models of commissioning and service delivery including NHS vanguard sites and other models of integrated commissioning
- Research, interpret and advise on implications of new legislation and national policy directives in relation to the health and social care agenda and commissioning
- Write well-structured and high-quality reports to inform senior managers, Cabinet Members and other stakeholders as required
- Keep thorough and accurate records, and provide support at meetings through preparing agendas, taking effective minutes, recording actions and liaising with various stakeholders as required
- To monitor and update project plans and risk registers for projects and provide other project support as required
- To participate in/lead projects as required
- Support the production and updating of the Market Position Statement using demand modelling, predictive forecasting and other analytical tools to inform effective commissioning and a sustainable local provider economy
- Support the evaluation of the effectiveness of commissioned services and whether they are achieving stated outcomes
- To provide commissioners with business intelligence including demographic, demand and needs analysis to enable effective commissioning, service integration and redesign
- To promote ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making
- To contribute towards the development of good working relations and collaborative arrangements with relevant third-party organisations including private, voluntary and other public organisations, to forge effective partnership working

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the councils
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

### **Additional Information**

This post holds no line management responsibility.

This role is a linked grade and has detailed progression criteria attached to it. Progression through the linked grade bands is dependent upon the individual consistently and continuously demonstrating each of the listed activities over a sustained time-period. In summary these activities will include;

#### At PO2

- Researching and advising on national policies
- Using basic analytical tools to inform effective commissioning
- Contributing to report-writing, meetings and projects

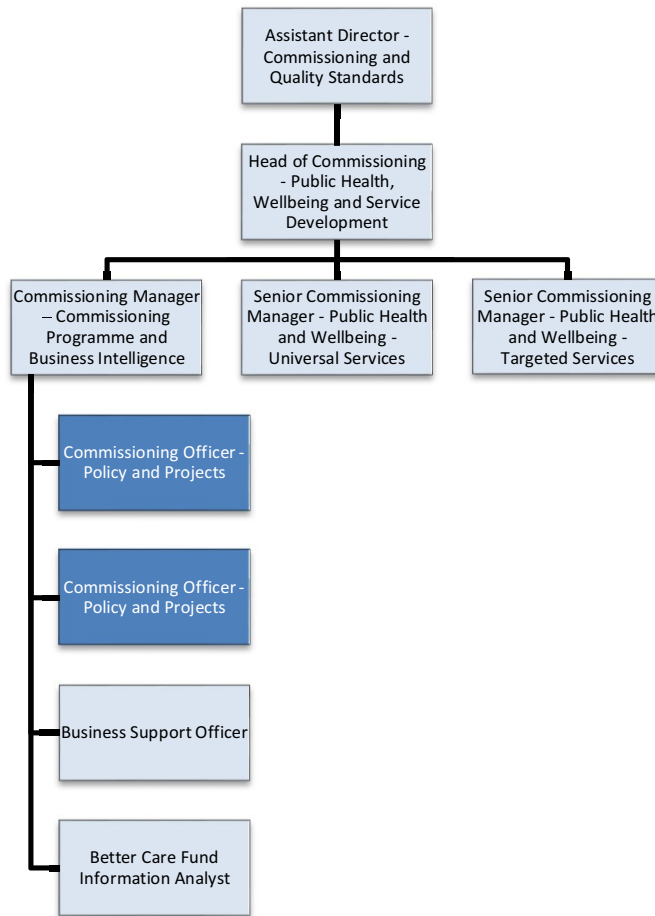
#### At PO3

- Independently investigating and advising on national policies
- Using complex analytical tools to inform effective commissioning
- Providing key support to report-writing, meetings and projects

#### At PO4

- Independently investigating, advising on and applying national policies
- Using complex analytical tools to inform commissioning and make recommendations for change
- Leading report-writing, meetings and projects
- Coaching junior officers and deputising for managers

## Current Team Structure



## Person Specification

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### Our Values and Behaviours

The [SSA core story](#) describes the kind of organisation that we want to build in order to achieve our goals. Our values and behaviours help describe how we will do this:

- Being Open
- Being Supportive
- Being positive and Helpful

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Broad knowledge of the roles of the NHS, local authority and voluntary sector	A/I
Excellent understanding of national policy and developments in relation to adult social care	A/I
Broad understanding of project/programme management techniques and tools	A/I
Broad understanding of needs analysis, demand modelling and other analytical tools and techniques	A/I
<b>Experience</b>	
Experience of researching and identifying best practice in social care or health	A
Experience of analysis of demographic, benchmarking, and other types of data and information	A/I
Experience of writing well-structured and high-quality reports	A/I
Experience of project management	A/I
Experience of using standard IT packages	A/T
<b>Skills</b>	
Ability to organise and prioritise own workload, work under pressure and meet deadlines	A/I
Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and service users	A/I
Creative thinker with the ability to analyse, think innovatively and solve problems	A/I/T
Good IT skills and ability to make effective use of IT	A/T
<b>Qualifications</b>	
Educated to degree standard or equivalent by recent and relevant work experience	A/C

### **ESSENTIAL SERVICE SPECIFIC EXPERTISE – WHERE IDENTIFIED (A/I)**

#### **Client Group Based experience**

- Direct working experience in services such as supporting people with a learning disability, older people mental health needs
- Direct working experience of substance misuse services
- Direct working experience of sexual health services
- **A – Application form**
- **I – Interview**
- **T – Test**
- **C - Certificate**