



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Commissioning Officer – Service Development	Grade: PO2-PO4
Section: Commissioning and Quality Standards	Directorate: Adult Social Services
Responsible to following manager: Commissioning Manager	Responsible for following staff: Nil
Post Number/s: RWA 2032;2033;2034;2048	Last review date: 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

The role will operate in both the Adult Social Care and Provider Management and Public Health, Wellbeing and Service Development sub-divisions. It will support the commissioning of services that are aligned to the strategic direction of both Councils and that keep people as independent as possible in their own homes and communities. It will support the development of services, across a range of vulnerable adults, and contribute as required to the needs analysis, commissioning, market testing, and review of services.

Specific Duties and Responsibilities



- To contribute to the commissioning of services to meet the social care needs of the local population
- To collate information and intelligence and acts as a source of advice on specific areas, as agreed with the Commissioning Manager
- To work closely with strategic health and social care planning, quality assurance and contract monitoring, business intelligence and operational colleagues to develop plans for service improvement and development in specific areas, as agreed with the Commissioning Manager
- To contribute to liaison and joint working with providers and potential providers of services to support market development in response to identified local need
- To contribute to the engagement, consultation and co-production with service users, carers and providers to inform commissioning intentions
- To contribute to the development of service specifications and implementation of procurement processes, including leading on these tasks in relation to specific contracts as agreed with the Commissioning Manager
- To contribute to the reviewing of commissioned services to be agreed with the Commissioning Manager, including writing reports on service performance
- To work on projects and programmes applying project management principles as required
- To 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

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 council.
- 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 responsibilities.

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

At PO2

- Day to day liaison with providers
- Collating information and advising on specific areas
- Contributing to report-writing, meetings and projects

At PO3

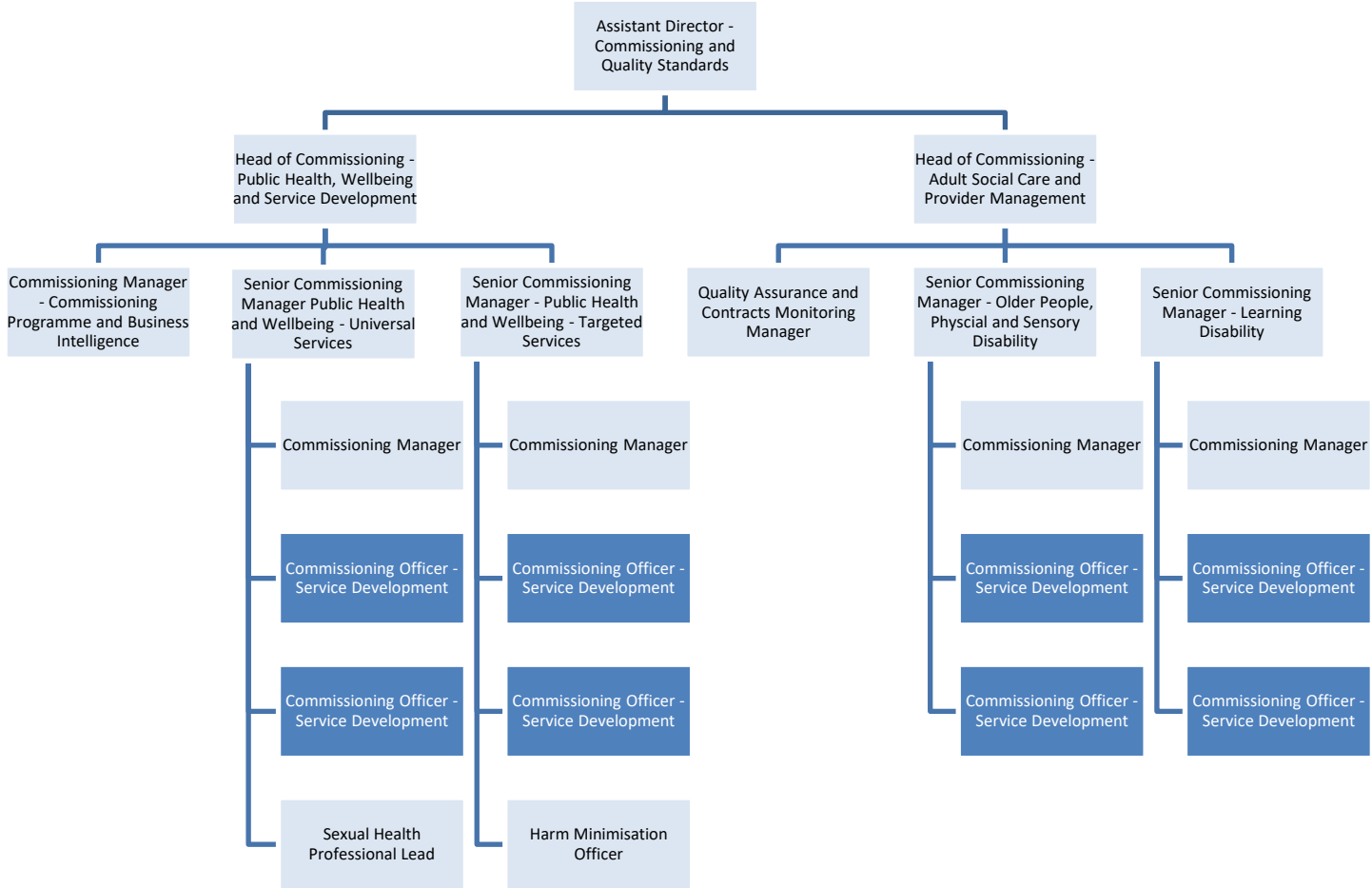
- Liaising with a broad range of providers
- Providing specialist advice on specific areas
- Providing key support to report-writing, meetings and projects

At PO4

- Managing a broad portfolio of complex providers
- Providing, and independently utilising, specialist knowledge on specific areas
- Leading report-writing, meetings and projects
- Coaching junior officers and deputising for managers



Team structure





Person Specification

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Our Values and Behaviours

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:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Broad knowledge of the roles of the NHS, local authority and voluntary sector	A/I
Broad 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
Experience	
Experience of health or social care commissioning and procurement	A



Demonstrable experience and/or expertise in a specialism for which the role is allocated (e.g. learning disability, physical or sensory disability, older people, sexual health, substance misuse or mental health)	A/I
Experience of partnership working and collaboration	A
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
Some experience of managing budgets	A/I
Skills	
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
Qualifications	
Educated to degree standard or equivalent by recent and relevant work experience	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate