

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Commissioning Officer – Substance Misuse	Grade: PO2-PO4
Section: Commissioning and Quality Standards	Directorate: Adult Social Services
Responsible to following manager: Senior Commissioning Manager- Substance Misuse	Responsible for following staff: Nil
Post Number/s:	Last review date: March 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 support the implementation and local delivery of the Substance Misuse Strategy and underpinning commissioning activity across Richmond and Wandsworth by promoting prevention and early intervention, improving access to services and ensuring service provide evidenced based support that promotes recovery.

Specific Duties and Responsibilities

- To contribute to the commissioning of services to meet the substance misuse needs of the local population
- To collate information and intelligence and acts as a source of advice on specific areas, as agreed with the Senior Commissioning Manager
- To work collaboratively with a range of stakeholders including private, voluntary and other statutory organisations.
- 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 Senior Commissioning Manager.
- To contribute to the reviewing of commissioned services to be agreed with the Senior Commissioning Manager, including writing reports on service performance.
- To work on projects and grant 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 Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

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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's experience and 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

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)	Essential/ Desirable
Knowledge		
Broad knowledge of the roles of the NHS, local authority and voluntary sector	A/I	Desirable
Broad understanding of national policy and developments in relation to substance misuse	A/I	Essential

Broad understanding of project/programme management techniques and tools	A/I	Desirable
Experience		
Experience of substance misuse, public health and/or social care commissioning and procurement	A	Desirable
Experience and/or expertise in working with the substance misuse field.	A/I	Essential
Experience of partnership working and collaboration	A	Essential
Experience of writing well-structured and high-quality reports	A/I	Essential
Experience of project management	A/I	Desirable
Experience of using standard IT packages	A/T	Essential
Some experience of managing budgets	A/I	Desirable
Skills		
Ability to organise and prioritise own workload, work under pressure and meet deadlines	A/I	Essential
Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and service users	A/I	Essential
Creative thinker with the ability to analyse, think innovatively and solve problems	A/I/T	Desirable
Good IT skills and ability to make effective use of IT	A/T	Essential
Qualifications		
Educated to degree standard or equivalent by recent and relevant work experience	A/C	Desirable

A – Application form / CV

I – Interview

T – Test

C - Certificate