

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Commissioning Apprentice for Health, Wellbeing and Early Help	<b>Grade:</b> Apprenticeship
<b>Section:</b> Children's Commissioning Team	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Commissioning Officer (Health, Wellbeing and Early Help)	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b> February 2021

#### 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 postholder is responsible for providing support to the Commissioning Officer for Health, Wellbeing and Early Help within the Children's Services' Commissioning Team. This includes carrying out tasks to support contract monitoring of commissioned services, involving administration and arrangement of meetings, producing meeting notes and action logs, gathering and analysing service performance data, and updating contract spreadsheets.

The postholder will also help to facilitate stakeholder workshops and consultation and engagement exercises, under the supervision of the Commissioning Officer. They will also assist with updating information on commissioned services published on the Council's Loop system.

### Specific Duties and Responsibilities

- 1 Supports the production and analysis of commissioning and service data, including data on activity, demand, performance, and service need to support decisions on future planning and delivery/commissioning of services.
- 2 Supports with the production of briefing reports by feeding in data and analysed information relevant to the services being reviewed. Uses accurate data in spreadsheet, table and graph formats.
- 3 Provides general support to the Commissioning Officer, including:
  - Accurately recording contract values and payments due on financial systems, including for invoice payments;
  - Arranging and taking notes and action logs at contract monitoring and commissioning meetings and workshops;
  - Assisting in the set up and facilitation of stakeholder workshops, engagement and consultation exercises;
  - Keeping contract spreadsheets up to date with accurate information, including contract values, contract dates, and any risks or under-performance identified as part of the routine contract monitoring.
- 4 Assists in updating the Council's Loop system with information regarding commissioned services.
5. To assist the management of payments of commissioned services, to ensure all necessary processes and procedures are carried out in a timely and effective way.
6. To ensure the work of the Children's Commissioning Team and Head of Children's Commissioning is supported.
7. To organise meetings on a regular and ad hoc basis, ensuring, room booking, preparation and distribution of agendas and papers, producing high quality minutes.
8. Ensure all urgent and/or confidential communications are received and distributed from/to relevant parties in a timely manner.
9. To support the team in the administration and coordination of events /forums. To prepare relevant materials and handouts, set up equipment and arrange layout of the room in preparation

10. Undertaking all administrative duties such as photocopying, filling, faxing, organising post and sorting and prioritising mail and e-mail. Distributing as appropriate.
11. To assist in the engagement, consultation and coproduction with service users, carers and providers to inform commissioning intentions.
12. To carry out other appropriate delegated duties 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**

N/A

## Person Specification

<b>Job Title:</b> Commissioning Apprentice for Health, Wellbeing and Early Help	<b>Grade:</b> Apprentice
<b>Section:</b> Commissioning Team	<b>Directorate:</b> Children's Services
<b>Responsible to:</b> Commissioning Officer for Health, Wellbeing and Early Help	<b>Responsible for:</b> N/A
<b>Post Number/s:</b>	<b>Last Review Date:</b> February 2021

### 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)
<b>Knowledge</b>	
Some knowledge of the main services that Children's Services are responsible for providing or commissioning.	A/I
Some understanding of the role of commissioning and contract monitoring.	A/I
A good understanding of the importance of confidentiality and data protection.	A/I
A good understanding of the need to safeguard children and vulnerable adults.	A/I
<b>Experience</b>	
Some basic experience of working in a team towards producing an agreed end result, which can include experience gained at school, college, or other opportunities outside of the workplace.	A/I

Experience of using IT systems to produce spreadsheets and briefing notes/reports.	A/I
<b>Skills</b>	
Attention to detail and the ability to input and interpret data accurately	A/I
Ability to work effectively as part of a team towards achieving service priorities and aims.	A/I
Ability to prioritise different tasks in order to meet the most important deadlines.	A/I
Ability to deal sensitively, calmly and effectively with enquiries from a range of people including staff, service providers, and service users/the general public.	A/I
Good level of communication skills, both verbal and written	A/I
Very good level of IT skills, e.g. Excel, Word.	A/T
<b>Qualifications</b>	
N/A	

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**