**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title: Assistant Commissioning Officer(Information Analyst)** | **Grade: SO2** |
| **Section: Commissioning Programme and Business Intelligence Team, Commissioning Division** | **Directorate: Adult Social Care and Public Health** |
| **Responsible to following manager:**  **Commissioning Manager, Commissioning Programme and Business Intelligence** | **Responsible for following staff:**  **N/A** |
| **Post Number/s:** | **Last review date: March 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**

**This post sits within the Commissioning Programme and Business Intelligence Team which provides business intelligence and project support to the Commissioning Division.**

To contribute towards and support the team’s delivery of business intelligence and project support to the Division and be responsible for ensuring the delivery of routine monitoring reports and dashboards. The postholder will support the team in the effective coordination, collation and analysis of information to support a range of commissioning tasks and projects and will maintain positive working relations with officers across the Division.

**Specific Duties and Responsibilities**

* Provide information and project support to the team and wider division including supporting the coordination and collation of information for departmental information requests and issuing relevant communications as appropriate.
* Under the supervision of senior staff, develop and maintain routine performance reports and dashboards as per required schedule including the approved provider lists and the Contracts Register.
* Support the Policy and Project Officers within the team with the collation and analysis of business intelligence for a range of commissioning tasks including needs analyses, geographical mapping and equality impact assessments.
* Assist in the development, maintenance and promotion of the divisional resources folder on share point
* Support the monitoring of the Equality Impact Assessments to inform reports to the Divisional Equalities Board liaising with the Departmental Equalities Lead as appropriate.
* Under the supervision of senior staff provide effective information analysis and project support for specific commissioning projects such as the commissioning of the direct payment support service.
* Arrange meetings and take minutes for meetings including strategic group meetings and contract monitoring meetings, and assist in quality assuring, formatting and proof -reading documents.
* Provide support to track invoices and payments as required accordingly to agreed methodology and guidelines.
* Carry out any other duties related to the team’s work, as may be required from time to time, by the Commissioning Manager for Programmes and Business Intelligence.

**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**

**Team structure**



**Person Specification**

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| **Job Title: Senior Administrative Officer (Commissioning)** | **Grade: SO2** |
| **Section: Commissioning Programme and Business Intelligence Team, Commissioning Division** | **Directorate: Adult Social care and Public health** |
| **Responsible to: Commissioning Manager, Commissioning Programme and Business Intelligence??** | **Responsible for: N/A** |
| **Post Number/s:** | **Last Review Date:** |

**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. 

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| 1. Some understanding and knowledge of issues relating to social care | **A/I** |
| 1. Some understanding and knowledge of databases/spreadsheets, and analytical techniques. | **A/I** |
| 1. An understanding and commitment to equalities, diversity and inclusion in the workplace and of its relevance to public service delivery. | **A/I** |
| **Experience** | |
| 1. Preferably experience of working within local government or NHS environment. | **A/I** |
| 1. Preferably experience of working collaboratively within a team | **A/I** |
| **Skills** | |
| 1. Ability to use spreadsheets and undertake analysis ensuring numerical accuracy. | **A/I/T** |
| 1. Satisfactory oral and written skills to provide clear and concise messages | **A/I/T** |
| 1. Confident ICT skills in standard IT packages– including Microsoft Outlook, Word, Excel and Powerpoint | **A/I/T** |
| 1. Ability to organise and prioritise own workload, within defined requirements for the role | **A/I** |
| **Qualifications** | |
| 1. Educated to at least A level or equivalent experience | **A** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**