Job Summary

Post Title	Commissioning Officer	**Pay Grade**	Grade 6
Directorate **Service Area**	Strategic Commissioning and Procurement – Adults and Health	**Line Manager**	Strategic Commissioning Manager
Post Number/s (for existing posts)		**Work Location**	Walton Street
Work style	Any desk	**Job Family & Role Profile**	Commissioning and Contracts Management CCM060
DBS Check Required?	YES If YES state level of DBS required: Basic		
Politically Restricted Post?	No *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context

To contribute to all aspects of the strategic commissioning cycle to deliver improved population outcomes for Buckinghamshire residents Overseeing the day to day delivery of commissioning activity you will support the Council and the ICB to deliver transformational change and improved population outcomes that are aligned to strategic priorities and commission / contract management of services which are safe, high quality, perform and offer VFM

Main Responsibilities and Duties

Commissioning Officers will be deployed to provide support to meet business requirements across the strategic commissioning life cycle. It is expected that the post holder will:

- Support the development of strategic needs assessment relative to the population cohort for whom services are being commissioned, for example through researching and collating information.
- Support delivery of the team's business planning function and delivery against key milestones.
- Provide initial financial management including oversight of budgets and/ or invoicing / cross charging relative to the commissioned services within an agreed population profile/ budget line.
- Implement performance reporting schedules relating to commissioned providers to agreed timescales.
- Support delivery of strategic commissioning activity to agreed timescales and budget through a project approach and or administering tasks to meet key milestones.
- Contribute to an outcome focused and performance culture across the services being commissioned through supporting the contract management approach.
- Collate management information to support commissioning activity as required as part of strategic reporting requirements and assurance purposes.
- Undertake activities that support the translation of commissioned services and gaps and evolving population needs across strategic commissioned activities.

- Provide support to enable Commissioners and Senior Commissioning Leads to oversee strategic commissioning and / or contract management to ensure the provision of high quality, effective and outcome focused services.
- To support Commissioners and Senior Commissioning Leads in the facilitation, co-production and / or the recording of resident voice so that this is central to strategic commissioning, assessment of needs, service delivery and contract oversight of commissioned activities.
- Support Commissioners and Strategic Commissioning Leads to be able to work in an integrated way to translate health and social care priorities and outcomes into a range of internally and externally delivered provision which is integrated across ages and health and social care.
- Support and contribute to the innovative and transformed commissioned services through managing ongoing provider engagement and market management opportunities across both statutory partners and the wider VCSE communities.
- Draft initial feedback on commissioned services, verbal and / or written to a wide range of stakeholders.
- Support Commissioners and Senior Commissioning Leads in the development of commissioned services that reflect statutory requirements and best practice and where appropriate that safeguarding standards are clearly incorporated in all contractual agreements.
- Embrace a culture of shared learning, continuous improvement and innovation throughout the area of responsibility. Undertake desktop exercise which Investigate evidence based innovative solutions that deliver improved population outcomes.
- Contribute to an overall service-focused approach, including recommending ways in which the service can improve and contributing to wider service projects as required.
- Undertake other reasonable duties as required which are commensurate with the role.

Accountability

- If this role manages a budget please state the size of the budget:
- If this role monitors a budget please state the size of the budget:

No direct budget management responsibility. However, ensuring value for money for the Council and ICB is a key part of the role.

- How many direct reports does this job have in its reporting line? Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to. *(e.g., BCC, AVDC, WDC or CSB)*
- How many indirect reports does this job have in its reporting line?

No direct or indirect line management arrangements.

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Date gathering / desk top analysis and collation of the evidence base.
1 year	✓	Waivers and tender / procurement deadlines to be progressed within this timeframe.
3-5 years	✓	Services have to be commissioned for a 3 – 5 year period and to commission the right services need and context often has to be considered over a longer timeframe.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:
Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience ***(use job family to complete)*** *Please delete as necessary*	**Job Specific Examples**	**Essential**	**Desirable**
Substantial relevant experience of the service area / profession, with evidence of specialist knowledge and work responsibilities appropriate to the role.	• Knowledge of the health and social care sector. • Knowledge of the commissioning cycle. • Relevant experience in components of the commissioning cycle	x	
Authoritative knowledge of relevant systems, policies, processes, regulations, professional guidelines and legislation relevant to the work area.	• Broad understanding of national and local policy and regulatory frameworks and statutory responsibilities linked to health and social care. • Understanding of the current issues facing local government and the NHS along with the wider health, social care and public sector.	x	
Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.	• Able to work collaboratively with other teams across the Council to support work delivery.	x	
Excellent ICT skills including Microsoft applications and specialist systems.	• Able to use Word to produce and update reports. • Able to use Excel to undertake data analysis.		
Excellent communication and interpersonal skills with the ability to engage effectively with	• Able to work collaboratively with commissioned providers to	x	

a range of audiences and explain specialist information in a way which a non-specialist can understand. Good persuasion, influencing and negotiation skills.	influence change and improvement. • Able to communicate clearly verbally and in writing, for example to discuss provider performance.		
Proven research skills demonstrating evidence of the ability to gather and interpret information effectively.	• Proven ability to use evidenced based information to inform future commissioning intentions.	x	
Proven ability to identify and diagnose problems / issues and develop solutions / recommendations.	• Ability to be sensitive to early trends and mitigate performance issues relating to commissioned providers.	x	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.	• Able to effectively prioritise work and manage unexpected issues or pressures.	x	
Good literacy and skills, demonstrating experience of writing reports, specifications and agreements.	• Able to present information from research clearly and concisely, highlighting key trends or conclusions.	x	
Good numeracy and analytical skills. Accurate with good attention to detail.	• Able to undertake data analysis and draw relevant conclusions to inform commissioning activity or understand performance trends.	x	
Experience of financial processing and / or budget monitoring.	• Able to support financial processes relevant to procurement and commissioning.	x	
Experience of monitoring and evaluating contract compliance / performance.	• Evidence of contract monitoring and holding providers to account.	x	
Experience of managing projects.	• Project management experience to deliver on time and within budget.	x	
Respectful and valuing attitude to people who are vulnerable and a commitment to improving their life experience.	• Committed to improving outcome for individuals through high quality commissioned services.	x	
Qualifications		**Essential**	**Desirable**
Educated to degree level or equivalent standard.		x	
Relevant professional qualification - or working towards this.		x	
Evidence of continued professional and personal development.		x	
Other Requirements		**Essential**	**Desirable**
A full driving license required to be able to carry out the role *(tick as appropriate)*		x	
Where the role is customer-facing and the post holder is required to speak to members of		Y	

the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	
This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent cautions and/or unspent convictions For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the Rehabilitation of Offenders Act 1974 (updated 2023) | Nacro	Y

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.