

Job Description



Job Title: Commissioning Officer	Service Area: Commissioning	
Directorate: Adult Services –Commissioning	Post Number: 20124	Evaluation Number: 1228
Grade: PO3	Date last updated: January 2015	

Overall Purpose of Job

To support the Commissioner in the development and commissioning of Services on behalf of the Newham Adult Social Care.

To play a key role in the development, implementation and coordination of specified programmes of work in the context of the strategic development for service

To ensure that key statutory partners and stakeholders are involved in the planning, development and commissioning of services.

To undertake the compilation, analysis and presentation of data and information from a wide range of internal and external sources in order to assist the assessment of the market in Newham, and the strategic planning and commissioning of services.

To ensure that robust data collection systems are developed and maintained across the partnership and providers, so that accurate and timely data is available to inform policy, the planning of services, the monitoring of service effectiveness, and the completion of returns.

To develop active and effective working relationships with providers and agencies delivering services in the market place.

Job Context

1. The post holder reports to the Commissioning Group Manager
2. The post holder has no line management responsibility currently, although there may be scope for this in the future.
3. The post holder has no sole budget responsibility.
4. The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to

ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To support the work of Commissioners in planning and commissioning of services and initiatives.
2. To produce accurate and regular reports on performance, expenditure and any other matter as may be required for senior managers.
3. To work with other commissioners across the department to ensure that their investment is planned and commissioned consistently with Newham's strategic priorities for the service.
4. To play a lead role in ensuring that there is effective involvement of service users, carers, service providers and other stakeholders in the development and commissioning of services.
5. To represent the Commissioners, as may be required.
6. To undertake such other duties commensurate with the grade and responsibilities of the post.
7. To develop commissioning related policies and documentation across the services.
8. To identify health and social care inequalities and unmet need.
9. To identify funding opportunities and preparing funding bids.
10. To play a key role in working collaboratively with colleagues and other key stakeholders to develop commissioning intentions for, and obtain the approval of any relevant committee or Board which may be required.
11. To work collaboratively with partner organisations, local voluntary and community groups, patients/service users and carers, to identify health and social care inequalities and unmet need in order to inform strategic plans.
12. To undertake needs assessments and the identification of areas for service re-organisation or development.
13. To develop, prepare, manage and monitor service level agreements and contracts with service providers.

14. To provide advice on the commissioning/ decommissioning and or service redesign of services from both the independent and statutory sector.
15. To take the lead responsibility for the development and commissioning of co-ordinated prevention services as agreed with the Commissioners, ensuring that services are commissioned according to best practice principles, represent value for money and are consistent with the strategic plans of the department.
16. To produce regular reports on service provision, expenditure and performance to the appropriate commissioning and transformation boards.
17. To carry out service reviews, either solely or in collaboration with other colleagues and agencies.
18. To play a key role in working with service providers to improve performance, including taking appropriate action if monitoring reports indicate that performance targets will not be met.
19. To produce reports on team budgets performance.

Personal Specification



Job Title: Commissioning Officer	Service Area: Adult Social Care	
Directorate: Adult Service Transformation – Joint Commissioning and Contracts	Post Number: 20124	Evaluation Number: 1228
Grade: PO3	Date last updated: Jan 2015	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Good knowledge and understanding	Application Form/Interview

<p>of the national priorities for adult social care commissioning</p> <p>Good working knowledge of commissioning and procuring health and social care services</p> <p>Knowledge of the commissioning cycle</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <p>Educated to degree level, equivalent level of work experience relevant or similar to the field</p>	<p>Application Form/Interview/Certificate</p>
<p>EXPERIENCE:</p> <p>Experience of working in adult social care and/or the NHS.</p> <p>Exposure and involvement to a wider corporate agenda.</p> <p>Experience of contributing to strategic planning.</p> <p>Experience of budgetary control.</p> <p>Previous experience of working within a commissioning unit or function including effective organisation, planning and monitoring or delivery.</p> <p>Experience of working with multidisciplinary teams in changing and developing services.</p> <p>Experience of working collaboratively with stakeholders to achieve service improvement.</p> <p>Experience of developing networks internal and external to the organisation.</p> <p>Working with interest groups, facilitating a positive attitude towards service improvement amongst all parties.</p>	<p>Application Form/Interview</p>

<p>Experience of project management.</p> <p>Experience of analysing financial trends within a Directorate of a large organisation – leading to financial improvement.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to communicate throughout all levels of an organisation, from junior staff to senior directors.</p> <p>Ability to simplify complex ideas & communicate them.</p> <p>Good written and verbal communication skills.</p> <p>Ability to organise tasks and workload independently and to demonstrate accountability in supervision.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Team player, with the ability to contribute towards the departments strategic objectives.</p> <p>Good interpersonal skills which are appropriate to working</p> <p>Confident, self motivated , with a high capacity of work</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to a enhanced DBS check.</p>	<p>Satisfactory clearance at conditional offer stage</p>