

Job Description

Job title	Commissioning Officer
Directorate	PEOPLE : Children and Adults
Division	Adults Partnership Commissioning
Range	MPR 4
Reports to	Head of Adults Partnership Commissioning

Main purpose of the job:

<To provide a high level of support to the Senior Commissioning Officers and the Programme Leads in taking forward commissioning and contract management activity within the relevant portfolio area as directed.

To lead on contracting activity of commissioned services and associated time limited projects. Undertake the monitoring of contracted services and projects as directed to ensure the required outcomes, performance targets and savings targets are achieved. To be the communication link that supports the Care Sector

Support, monitor and review a range of projects providing expertise, advice and assistance as required to ensure effective project implementation in line with budgets and timescales.

To work in the context of the Adult Social Care plan, Annual Adults Partnership Commissioning Plan, Medway's Joint Local Health & Wellbeing Strategy

The role will involve liaising with stakeholders in a way that promotes the vision and values of the council

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Contribute to the development, delivery, and evaluation of evidence-based projects to improve Partnership Commissioning activity and well-being in Medway and support the achievement of local and national targets relating to commissioning services for health and social care

Build alliances and partnerships to plan, implement, and/or monitor projects that can be time limited and that share goals and priorities to enhance service awareness, availability, access, and uptake and ensure compliance with statutory legislation and practice requirements, including mandatory training.

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Present reports, data, presentations and training to a range of clinical and non-clinical teams, i.e. providers, Local Authority meetings, Senior Manager meetings, and to other key stakeholders, working within professional and ethical boundaries.

Apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities with enabling information and ideas to promote the person-centred, outcome focused commissioning activity

Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. This will also include adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards.

Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed to support the delivery of excellent project management across the team

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

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Organisation:

This role reports to the Head of Adults Partnership Commissioning and the Lead for the BCF.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

5 GCSE's level 4-9 or equivalent qualification, including English

Level 3 qualification such as 2 A Levels, or a NVQ or Diploma

Level B (in addition to level A criteria)

N/A

Level C (in addition to levels A and B)

N/A

Knowledge

Level A

A good understanding of the concepts of equality, diversity and inclusion.

A good understanding of GDPR legislation and best practice in relation to information sharing.

A basic understanding of the Care Act 2014

An understanding of commissioning and project management.

Knowledge of safeguarding policies and procedures, including understanding reporting processes

Basic knowledge of the principles of social marketing and/or behavioural science

Level B (in addition to level A criteria)

An understanding of the issues that affect the wellbeing of Adults and carers in Medway.

An understanding of procurement and specifically the procurement process in the Council

An understanding of statutory services and corporate priorities.

Knowledge of the Council's diversity impact assessment (DIA) process

Understanding of healthcare, social care, and public health systems

Level C (in addition to levels A and B)

A good understanding of commissioning and project management.

A good understanding of the issues that affect the wellbeing of Adults and carers in Medway.

Good knowledge of safeguarding policies and procedures, including understanding reporting processes

Understanding of procurement legislation

Experience

Level A

Experience of working in a similar role, ideally with a focus on health or social care, or project management.

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Working effectively with colleagues and building relationships with partners and stakeholders

Meeting set deadlines and managing own work

Level B (in addition to level A criteria)

Complying with legislation, policy, procedures, and guidance.

Undertaking basic analysis of data.

Carrying out research with support from experienced colleagues Preparing written reports, with support from experienced colleagues.

Demonstrable experience of contributing to the development, delivery and evaluation of evidence-based projects to improve Partnership Commissioning activity and well-being in Medway

Demonstrable experience of delivering reports, data, presentations and training to a range of clinical and non-clinical teams

Level C (in addition to levels A and B)

Multi-agency working and developing effective partnerships.

Building good working relationships and collaborating across different services and agencies.

Co-production, ensuring the user voice is represented in everything we do

Skills

Level A

Proficient in the use of Microsoft Word, Excel, Teams and Outlook and willingness to learn other council packages as required.

Written skills sufficient to produce communications and complete records accurately.

Effective communication and interpersonal skills. Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.

Good organisation and time-management skills to prioritise workload and achieve deadlines

Level B (in addition to level A criteria)

Ability to support senior officers with the evaluation and redesign of services to improve health outcomes and reduce health inequalities.

Ability to analyse complex information and concepts (including health outcomes, inequalities and life expectancy)

Good writing skills with the ability to present information to diverse audiences using different methods.

Ability to monitor budgets and finance, spend, process invoices

A good understanding of professional and ethical boundaries

Ability to engage with providers and other professionals effectively and proactively.

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Level C (in addition to levels A and B)

Excellent writing skills sufficient to produce well written reports and complete records accurately.

Ability to lead projects and contribute in a working group, providing direction when required, and monitoring progress