

Commissioning Officer

Role Profile

Service:	Commissioning
Band:	Band 9
Reporting to:	Specialist Commissioners
Responsible for:	Commissioning Support Officers



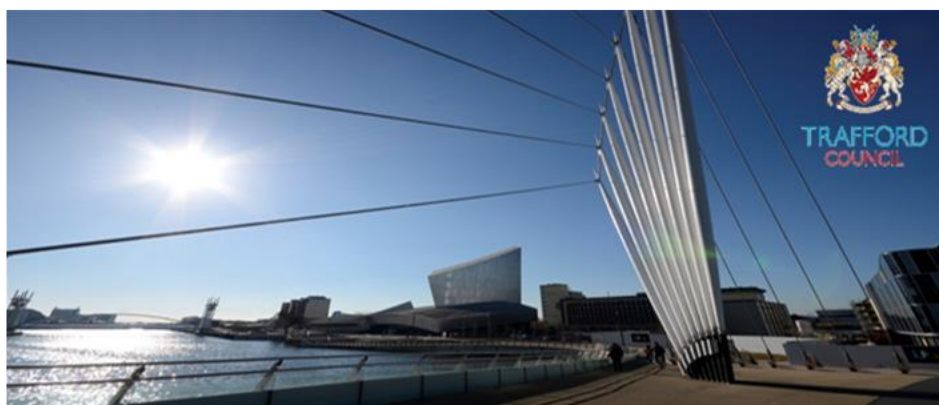
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- Provide support to all aspects of the commissioning cycle for public health and population well-being outcomes, adult social care, children and young people's health service provision and children's services.
- To enable the delivery of strategic priorities by undertaking duties as allocated which may include one or more of the following work streams:
 - Learning Disabilities, Autism and Mental Health
 - Older People, Home Care, Extra Care, Dementia and Residential and Nursing
 - Quality Assurance, Packages and Placements
 - Personalisation and Care Act
 - Early Help and prevention
 - Public health
 - GM ICB Children's Health Commissioning

Key duties

- Identifying, advising and recommending services to be commissioned, taking into account the resources available and Council's strategic priorities.
- Responsibility for commissioning, monitoring and reviewing the contracting arrangements for the services commissioned to ensure compliance and effectiveness.
- Planning and organising a broad range of complex tasks and activities requiring formulation and adjustment of plans, policies, pathways and strategies.
- Work autonomously to ensure effective and timely implementation of relevant programmes and projects.
- Responsibility for expenditure of delegated budgets during the commissioning process.

- Where needed being the line manager for allocated Commissioning Support Officers and be responsible for:
 - ensuring that systems for regular management supervision, appraisal and staff development are in place and consistently implemented to meet agreed objectives and outcomes
 - the implementation of the relevant policies on sickness absence, grievance and discipline and managing highly complex and sensitive issues concerning staffing issues, competency, discipline and grievance cases and being responsible for taking appropriate action
- Leading the development of service specifications and working with procurement through the tendering process.
- Preparing reports and position statements for senior management.
- Leading the development and maintenance of quality standards, performance and finance management, and monitoring systems for internal and external services and the development and monitoring of service improvement plans as required across all service areas.
- Developing and implementing commissioning plans across allocated workstreams including project management of transformation activity for the Children's Directorate and the Adults and Well-being Directorate.
- Development of positive working relationships with a wide range of health and social care providers and make them aware of the strategic direction of service development.
- Working with communities to identify benefit realisation through partnerships at a local level.
- Leading and supporting the maximisation of third sector organisations in order to tackle deep rooted social issues and inequalities.
- Leading market and service reviews and help identify opportunities for development.
- Undertaking financial analysis of existing and future commissioned provision in terms of cost and effectiveness.
- Leading the development of business cases and applications for income generation ie. through funding bids and joint partnership applications.
- Undertaking any other duties allocated by the Commissioning Leadership Team which are commensurate with the salary band.

About You

Qualifications and Professional Development

- Educated to degree level or equivalent, or demonstrable practitioner or equivalent managerial experience.
- Professional management qualification to post graduate diploma level, professional qualification or equivalent experience.
- Evidence of continued professional, managerial and personal development.
- Formal Project Management qualification or equivalent experience.

Experience and Knowledge

- Proven experience of working in local authority, GM ICB, NHS or other relevant organisation at supervisory or management level.
- Experience of partnership working or integrated commissioning.
- Proven experience of the use of research and evaluation methods and project delivery, including the use of project management methodology.
- Proven experience of procurement and financial management processes within a commissioning role.
- Extensive knowledge of at least one of the following areas and demonstrate transferrable skills;
 - Learning Disabilities, Autism and Mental Health
 - Older People, Home Care, Extra Care, Dementia and Residential and Nursing
 - Quality Assurance, Packages and Placements
 - Personalisation and Care Act
 - Early Help and prevention
 - Public health
 - GM ICB Children's Health Commissioning
- Experience of using information and management systems and a working knowledge of safeguarding information.
- Experience of service reviews and of working in a busy, fast paced environment with competing projects and deadlines, sometimes taking the lead of a project or supporting other team members.

Skills and abilities

- An ability to work effectively with senior managers and key partners across all relevant organisations, effectively and quickly building relationships and credibility in order to gain complete participation in projects.
- Excellent communication skills appropriate to the audience and subject, with the ability to challenge perceptions and professional assumptions, influencing and negotiating successfully with a wide range of stakeholders.
- Ability to develop plans over the medium to long term, thinking strategically and anticipating risks, opportunities and obstacles.
- Ability to work on own initiative and as part of a team, identifying issues and evaluating and exercising judgement before reaching solution-focussed decisions.
- Ability to analyse and interpret key data to inform and develop practice and formulate creative and innovative solutions.
- Excellent project management skills with the ability to work to tight deadlines.

- Ability to prepare and present written reports and complex or sensitive information to a range of audiences.
- Strong management skills with the ability to lead and motivate staff, set priorities and targets to meet service standards and accountability frameworks.

Special Conditions

- Willing and able to travel to sites within the Trafford Borough.
- Occasional unsocial hours/weekend work may be required from time to time.

Date prepared/revised	22.4.22 (Revised) / 1.7.22 Transferred to new template only - 17/01/2024 – reviewed
Prepared/revised by	JOD / LS – TS (17/01/2024)
Job Evaluation	Existing evaluation

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.