

# Rutland County Council

## Job Description

<b>Job Title:</b>	Commissioning Officer
<b>Grade:</b>	SO1
<b>Department:</b>	Commissioning
<b>Team:</b>	Commissioning
<b>Line Manager:</b>	Commissioning Manager - People

### **Purpose of the Job:**

To support the effective commissioning of People services, actively contributing to the design and development of quality services which improve outcomes for service users and meet the needs of Rutland residents, ensuring services reflect recognised best practice, and adapt to changing requirements.

### **Key responsibilities:**

- To undertake decommissioning, redesign and commissioning of services, with the support of senior members of the team, as appropriate
- To contribute to the drafting of key documents such as Needs Assessments and Market Position Statements and undertake consultation on those documents, working across the Council and other partners to ensure the full implications are taken into account
- To monitor market conditions and market intelligence in order to maintain up-to-date and relevant knowledge through the development of a wide network of contacts and information sources
- To support market management through engagement with local communities and providers in both the independent and voluntary sector in order to align the market with the aspirations of service users and their families/carers
- To undertake service user and carer/families' engagement, making use of the feedback to identify service gaps, unmet needs, and positive aspects of service delivery and thereby support strategic reviews of commissioned services
- To prepare tender documentation, draft specifications, support evaluation processes, and write contract content, determining the selection of appropriate suppliers and contractors to promote good procurement practice with due regard to quality sustainability and value for money and in line with statutory and legislative requirements
- Be confident, assertive and challenge appropriately to support change within internal and externally commissioned services, and flexible and adaptable to meet provider, service user, and internal needs



*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*

## Person Specification

- Qualifications** NVQ level 3(or equivalent) relevant qualification or have equivalent relevant experience in health and/or social care commissioning or procurement
- Experience** Experience of commissioning services and service development working in a health or social care environment within a medium size and /or complex organization.  
Experience of managing and implementing change to service models and delivery.  
Experience of commissioning services for vulnerable individuals including undertaking procurement.
- Knowledge** Knowledge of current UK and EU legislation and policy relevant to the commissioning of adults' and children's services
- Skills** Proven ability to utilise communication and analytical skills to produce written and verbal reports on complex subjects to a high standard and with attention to detail for a range of audiences.  
Excellent organisational skills and ability to work under pressure and meet deadlines.  
Ability to make effective use of IT, including word processing, spreadsheet, database and electronic communications.  
Ability to recognise risks associated with commissioning activities and to work with colleagues to mitigate as appropriate.  
Ability to consult and/or communicate with vulnerable individuals, families and or children and young people.  
Analytical and problem solving skills, and attention to detail.
- Values** Highly motivated and committed to the values and priorities of the Council.  
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice  
A flexible approach to working, including out of hours, taking on different or additional tasks to support the wider team and to represent the team and its interest within the organisation when required.  
An ability and willingness to travel to various locations.

