Cumberland Council

Post Specification

Date	**January 2023**
PG Number	**6715**
Post Title	**Commissioning Officer**
Job Family	**Organisational Support**
Job Family Role Profile	**OS11**
Final Grade	**OS11**

To be read in conjunction with the job family role profile

Service Area description

People Commissioning
Posts will work in one of the following areas:

- Older Adults
- Children and young people (learning disability, physical disability, education, mental health, transitions, services for LAC, young carers, SEND)
- Sexual health, substance misuse and NHS health check services (adults with learning disabilities (including the TC cohort), mental health, ABI and services for those undergoing transition)
- Public Health

Purpose of this post

To support Commissioning managers and wider team in in identifying needs and commissioning services. To plan, review, arrange and deliver, high quality, safe effective and efficient services and outcomes for customers

To support development and implementation of commissioning plans and strategies that enable service users and carers to be safe, exercise choice and control in relation to how their needs are met and ensure value for money.

Key job specific accountabilities

1. To take lead responsibility for commissioning activity in the relevant area ensuring a corporate approach with good internal partnerships. Ensure all commissioned services are properly and robustly monitored and managed and consistently deliver specified outcomes.
2. To work with health partners to develop integrated health and social care pathways to improve outcomes and service delivery models for a range of vulnerable individuals who need care and support.
3. Improve the overall management of resources (financial, human and other). Discover new ways to reduce the cost of services whilst maintaining their overall productivity and value for money to service users through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements and smarter use of demand management information.
4. To develop market intelligence, including harnessing the views of service users and their families/carers, to identify service gaps and unmet needs, and inform the de-commissioning, redesign and commissioning of services to meet the needs of vulnerable individuals in need of care and support.
5. To work closely with providers (voluntary and independent sector) to develop productive relationships and to help stimulate and develop the local provider market to offer services that are preventative and those that promote choice, support and control for a range of vulnerable individuals who need social care services.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None

Staff Management Responsibilities	• Provide advice and guidance to managers, colleagues and partners
Other	• None

Essential Criteria - Qualifications, knowledge, experience and expertise
• Significant period of relevant working, delivering proven outcomes in a commissioning function. • NVQ4 or equivalent in a relevant subject or equivalent demonstrable experience. • Experience of consultation with a wide range of stakeholders/end users • Substantial knowledge of a range of approaches to commissioning, within a statutory organisation and within a partnership context

Disclosure and Barring Service – DBS Checks
• This post does not require a DBS check.

Job working circumstances	
Emotional Demands	• Minimal
Physical Demands	• Normal
Working Conditions	• Office environment
Other Factors	
• Possible travel around Cumbria	