



<b>Job description</b>	
<b>Job title</b>	Commissioning and Contracts Officer
<b>Grade</b>	Grade M
<b>Directorate</b>	Health and Social Care
<b>Section/team</b>	Whole Life Commissioning Team
<b>Accountable to</b>	Commissioning Manager
<b>Date reviewed</b>	14 November 2019

### **Purpose of the Job**

To support commissioning managers in ensuring that services are strategically relevant, meet identified needs and agreed outcomes, achieve performance targets and are high quality and cost effective.

To ensure that services are driven by evidenced needs and analyses and that service delivery meets the needs of, and improve outcomes for service users.

To undertake commissioning tasks as determined by managers in the Council.

### **Duties and Responsibilities**

1. To lead and contribute to the development and production of commissioning strategies and projects that are being managed by Commissioning Managers and others.
2. To lead and contribute to the strategic development of services, working closely with key colleagues within commissioning teams and others such as procurement, finance and service managers.
3. To promote and facilitate the involvement of service users in the commissioning cycle i.e. influencing the design and delivery of services and in procurement and contract monitoring processes.
4. To develop service specifications for new and existing services
5. Monitoring of appropriate budgets and contracts using relevant financial and procurement procedures and processes.
6. To support managers in devising and implementing performance and quality management frameworks; appraising services and makes



recommendations in relation to their strategic relevance, quality, performance and value for money.

7. To identify and take forward opportunities for joint working and innovation, in liaison with the service users, providers and other agencies.
8. To work with providers to ensure that services are accessible and appropriate.
9. To work with relevant colleagues to devise and agree action plans with providers that facilitates continuous improvement in practice and service delivery, and to monitor implementation.
10. To attend meetings and present information as required e.g. strategic groups, meetings with providers, other commissioners, service user forums, consultation events, etc..
11. To work with and strategically support senior managers and any relevant multi-agency partnerships in the drive for outcomes and joined up and co-ordinated services.
12. To work collaboratively with other council and health functions (for example performance, policy, communications, procurement) to ensure the achievement of agreed priorities and goals
13. To maintain effective knowledge of policy, legislative and research developments within central and local government and NHS in respect of partnership working.
14. The post holder may be required to line manage other members of staff as necessary.

**Standard Duties:**

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council and Directorate including customer care, data protection, ICT, finance and health and safety policies.
3. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
4. Undertake any additional duties commensurate with the level of the post.



### Health and Safety

- To inform management of any health and safety issues which could place individuals in danger

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.