



Person specification			
<b>Post title</b>	Commissioning Manager	<b>Grade</b>	P / £48,474 - £48,498 per annum
<b>Service Area</b>	Health and Social Care	<b>Section/team</b>	Whole Life Commissioning

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Degree or equivalent recent and relevant experience, plus a recognised qualification or evidence of continued development at a senior level.	CV
S2	Evidence of continuing professional development in an area related to commissioning to improve health and well-being.	CV
S3	Knowledge of developments impacting on the functions of local authorities related to children's and adults' health and well-being, and of the interrelationships between agencies	I
S4	Knowledge of current relevant legislation and statutory duties, responsibilities, and best practice in one or more of the following fields of adult social care, children's services and Public Health.	I
S5	An understanding of the needs of service users within a highly diverse community	CV/I
S6	Experience of successfully managing change	CV/I
S7	Specialist knowledge and skills re commissioning, needs analysis and strategy development and implementation.	CV/I
S8	An understanding of and sensitivity to the political judgements influencing both the overall objectives of the Council and ability to work with all political parties.	CV/I
S9	Detailed understanding of the major strategic and operational challenges facing local government and the public sector as a whole, along with an awareness of the opportunities available for improved collaboration and partnership working required in order to respond to increasing service demands and substantial reductions in available resources.	CV/I

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S10	Experience of providing sound advice that informs and facilitates successful policy formation and aligns resources to corporate priorities.	I
S11	Experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.	CV/I
S12	Relevant experience in providing services to support corporate activities at a service level and to meet challenging deadlines	CV/I
S13	Expertise in managing the council's statutory and legal responsibilities	CV/I
S14	Successfully promoting equality of opportunity both in employment and service delivery.	CV/I
S15	Excellent oral, interpersonal and written communication skills	CV/I
S16	Competent user of MS Office, specifically Word, Excel, PowerPoint and Outlook	CV/I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	<b>Thinking flexibly, using initiative</b>  <b>Definition</b> The ability to view events, issues or proposals from different perspectives to find creative solutions. demonstrates a "can do" attitude	I
P3	<b>Thinking analytically, using information</b>  <b>Definition</b> Managing information and intelligence to develop commissioning plans and to monitor the performance of services	CV/I
P4	<b>Communicate and engage with people, standards and behaviour</b>  <b>Definition</b> Builds belief and confidence in self and others, puts customers firsts	CV/I
P5	<b>Plan for high performance</b>	I

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	<b>Definition</b> Inspires trust and confidence	
P6	<b>Develop effective partnerships and collaboration</b>  <b>Definition</b> Demonstrates how customer focused changes provide opportunities for greater joint activity with local partners. Encourage teamwork	CV/I
P7	<b>Achieve outcomes for customers and communities</b>  <b>Definition</b> Demonstrates activity that focuses on the customer and contributes to culture change. Puts customers first.	CV/I
<b>Communication</b>		
C1	Ability to demonstrate good organisational skills	CV/I
C2	Project management skills	CV/I
C3	The ability to work in co-production with people who use services and their carers	I
C4	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	CV/I
<b>Qualifications</b>		
Q1	Degree level or equivalent in a related area	CV/C
Q2	Management qualification	CV/C
Q3	Track record of continuous relevant personal and professional development	CV/C

**A** = Application form   **CV** = Curriculum Vitae   **C** = Certificate   **E** = Exercise   **I** = Interview   **P** = Presentation   **AC** = Assessment Centre   **T** = Test

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**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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