

Job Description

Job Title	Commissioning Officer
Grade	PO1
Reporting To	Children's Commissioning Officer
JD Ref	PC0156P(A)

Purpose

Provide support on all aspects of the commissioning cycle for placements services for children, young people and families, the process that enables the delivery of strategic priorities and the development of joint commissioning opportunities to ensure children, young people and families outcomes can improve in accordance with the Wirral 2020 pledges and the Children and Young People Strategy.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Communication, Engagement and Training:

- Ensure any safeguarding issues identified through complaints, monitoring or the review process are immediately escalated for intervention as appropriate.
- Undertake micro-commissioning activity as required in relation to frameworks for placements, services and packages and manage the required associated functions.
- Produce operational needs assessments to support the development of placements commissioning strategies.
- Work with procurement to support the tendering process as required and assist in the development of specifications.
- To contribute to the development and maintenance of quality standards, performance, and monitoring systems for internal and external services.
- Develop positive working relationships with a wide range of Education, health and social care providers and make them aware of the strategic direction of service development.
- Support market reviews and help identify opportunities for development.
- Report feedback from providers to assist in the development and implementation of commissioning strategies

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Data Analysis and Decision-Making:

- Monitor and evaluate placements commissioned services with the support of procurement in the delivery of value for money services for Wirral residents.
- Identify gaps in data collection, and proactively work to resolve these gaps, exploring creative solutions to do this.
- Report any deficiency in provider performance and ensure that is escalated identifying required corrective action through a Service Improvement Plan.
- Using data, intelligence and service user feedback to inform future commissioning intentions.
- Investigate and research successful service models to help provide the evidence base for effective SEND commissioning.

Financial:

- Contribute to the development and maintenance of budgets, supporting the financial oversight and accountability of Council monies to providers.

Role Specific Knowledge, Experience And Skills

Qualifications

- Educated to degree/ higher level qualifications, or equivalent accreditation
- Able to evidence relevant experience to commissioning children services
- *Desirable - Commissioning related and/or project management qualification*

Knowledge & Skills

- Excellent presentation skills
- Excellent IT skills
- Be able to analyse data, prepare reports and plans using Microsoft software
- Ability to lead and undertake effective consultation at all levels
- Excellent communication skills, both written and oral
- Initiative, self-motivation, self-awareness and resilience
- Good interpersonal and negotiating skills, sensitivity and respect for others
- Excellent time management and organisational skills
- Project management skills
- *Desirable - Thorough knowledge of strategy and policy affecting commissioning and delivery of children services*

Experience

- Report writing
- Working within a commissioning function or similar environment
- Presenting information using different tools e.g. PowerPoint, to a variety of audiences
- Use of Microsoft Office software including PowerPoint, Excel, Access, Word, email
- Use of databases
- Working to tight time scales
- Productive partnership working at all levels and across a number of organisations



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- *Desirable - Working operationally/ directly with children, young people and/or with families.*
- *Desirable - Detailed research and analysis using data sourced from a variety of methods within set timescales.*

Additional Information

Ability to work flexibly to ensure business needs are met, working as part of a team when time pressure arise linked to commissioning services or placement options for children and young people. Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

Health & Safety Considerations: Prolonged Repetitive Movements/Actions

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

Approved By: Head of Service

Date Of Approval: 08.12.2022



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