



Job description			
Job title	Independent Living Contracts Officer		
Grade	K		
Directorate	Health and Adult Social Care		
Service/team	Whole Life Commissioning Team		
Accountable to	Commissioning Manager		
Responsible for	None		
JE Reference	A5386	Date Reviewed	10 July 2025

Purpose of the Job

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

To support the operational delivery of in-house independent living services including the Disabled Facilities Grant team and to work in partnership with Mersey Care NHS FT to support the operational delivery of the occupational therapy service.

Contract management of externally commissioned independent living services including, Care and Repair (Home Improvement Agency), sensory services, community equipment and technology enabled care.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Resource and Performance Management

1. To support the effective and efficient operational delivery of the Disabled Facilities Grant programme in the Borough appropriate allocation of works and award of funding in accordance policies and procedures.
2. To contract manage externally commissioned independent living services including Care and Repair (Home Improvement Agency), sensory services for people with visual impairments and hearing loss, community equipment



and technology enabled care to ensure that these services are delivered to the agreed specification and performance targets.

3. To work with relevant colleagues to devise and agree action plans with providers that facilitate continuous improvement in practice and service delivery, and to monitor implementation.
4. To work in partnership with Health commissioners to ensure the community equipment service meets the needs of Knowsley residents.
5. To identify and take forward opportunities for joint working and innovation, in liaison with the service users, providers and other agencies.
6. Monitoring of appropriate budgets and contracts using relevant financial and procurement procedures and processes.
7. To contribute to evidence based, data informed reports, regularly, and when required.
8. To attend meetings and present information as required e.g. strategic groups, meetings with providers, other commissioners, service user forums, consultation events, etc.
9. To maintain effective knowledge of policy, legislative and research developments within central and local government and NHS in respect of partnership working.

Service Development

10. To promote and facilitate the involvement of service users design and delivery of services and in procurement and contract monitoring processes.
11. 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.
12. To contribute to the strategic development of independent living services, working closely with key colleagues within commissioning teams and others such as procurement, finance and service managers.
13. To work with Commissioners and Procurement to procure independently living services and works including development of specifications, evaluating bids and award of contracts.
14. To support the Commissioning Manager to successfully manage changes to independently living services as they continuously improve or change due to service developments.
15. The post holder may be required to line manage other members of staff



as necessary

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access disclosure, modification, destruction or interference.



- Report actual or potential security incidents.
- To support the Commissioning Manager to maintain oversight of all record systems for in-house independent living service and externally commissioned independent living services that use Council systems, helping to ensure that the management of these meets with all required Data Protection and Information Security requirements.