



Job description			
Job title	Commissioning and Contracts Officer		
Grade	M		
Directorate	Health and Adult Social Care		
Service/team	Whole Life Commissioning Team		
Accountable to	Commissioning Manager		
Responsible for	None		
JE Reference	A4800	Date Reviewed	

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

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.

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.

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.