



# Job Description

<b>Job Title:</b> Commissioning Officer	<b>Grade/ Level:</b> CFL7	<b>Post Number:</b> SBC_12100
<b>Directorate:</b> Childrens Services	<b>Job Family:</b> Childrens	<b>Date Prepared:</b> January 2024
<b>Role reports to (Job Title):</b> Strategic Commissioner/ Commissioning Manager		

## Job Purpose:

To work as part of the Children's Strategic Commissioning Team, and in partnership with stakeholders, to support the delivery of a range of commissioning projects for looked after children which meet identified needs and deliver value for money. To ensure robust systems for the effective implementation and delivery of commissioned services and ensure that services meet the required quality standards.

## Key Accountabilities:

- To facilitate the commissioning of children's services for Health, Education and Social Care, supporting the delivery of strategies and outcomes across Swindon Borough.
- To liaise with service leads to arrange appropriate commissioned services to meet identified needs that best support children and young people of Swindon.
- To review commissioned services against performance criteria, working closely with providers, service managers and other key stakeholders. Integral to this is to engage and involve children and young people.
- To proactively drive opportunities for service enhancements, innovation and efficiencies.
- To undertake appropriate research and analysis of needs, resources, existing services and business requirements to enable evidence-based commissioning decisions.
- To deliver approaches to incorporate the views of children and young people into the commissioning cycle.
- To undertake the preparation of commissioning, procurement and contract documentation ensuring attention to detail and accuracy.
- To maintain good knowledge of legislation and government guidance as they affect services in their assigned tier of need in order to inform service planning and commissioning intentions.
- To ensure commissioned contracts are compliant with statutory and regulatory regimes and reflect national legislation, policy, best practice and local information.
- To support the innovation of new approaches to the ongoing development and management of commissioning activity to reflect best practice.
- To undertake any other duties commensurate with the grading of the post.

### **Knowledge & Experience:**

- Commissioning Qualification or relevant professional experience commensurate with the role.
- Experience in collaborative approaches to commissioning and market development, including building capacity and commercial partnerships
- Broad understanding and demonstrate experience of successful project and change management
- Evidence of using a range of tools and applications to support effective commissioning, including core microsoft applications, data analysis, and report writing
- Good/Broad understanding of children's legislation and local government working.
- Ability to communicate effectively, build strong relationships and work flexibly with a wide range of stakeholders
- Experience in preparing decision making reports, through analyzing data and budgetary information.
- Experience working with a variety of stakeholders.

### **Skills and Abilities:**

- Takes ownership and accountability for their personal performance both in the working office and remotely.
- Builds strong relationships and networks, takes a collaborative approach with colleagues and stakeholders.
- Role models a positive, can-do attitude with a continuous improvement mindset.
- Is curious and actively seeks out emerging practices and development opportunities.
- Supports a strong team culture, empowering team members and supports team member's learning and development.
- Communicates and collaborates pro-actively.
- Displays informed decision making
- Promotes a blameless culture.
- Resilient, determined and confident
- Provides their direct reports defined structures and objectives and applies robust performance management
- Making the best use resources – money, people, skills, estates, equipment etc – looking beyond organisational boundaries
- Putting children and young people at the heart of all we do

**Contacts and Relationships:**

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role – for example:-

- Voluntary and third sector organizations
- Providers
- Across the Children directorate, Adults services and supporting departments
- Elected Members
- Children and Young People
- Parents and Carers

**Creativity & Innovation:**

- Able to demonstrate practical experience of Change Management.
- Experience of developing radical solutions to problems, including initiation of strategic savings strategies, supplier rationalisation, supplier partnering, and supplier/contract management.