

Job Description and Person Specification

Commissioning Officer (Adults)

Job Details	
Grade	GRD7
Service	Strategic Commissioning
Location	City Wide
Job Evaluation Code	Y5752D

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To evolve and support continuous improvement in the quality of care in the provider market in Coventry. Working with providers, social work teams, partner agencies and engaging with people receiving care and support.

Main Duties & Key Accountabilities
Project-managing initiatives to shape the social care market and meet future needs.

Project-managing major contracting exercises including large scale tendering. Developing, negotiating and awarding contracts that comply with policy and relevant legislative requirements.
Managing procurement and contracting processes including new commissioning and design of care services. Providing technical advice and support to operational colleagues on contractual matters.
Engaging with individuals from all backgrounds to inform and influence quality of care services. Championing inclusive commissioning by ensuring services reflect the needs of Coventry's diverse communities.
Ensuring that contract processes, systems and documentation are regularly reviewed and continuously improved in line with legislation and best practice. Leading negotiations and communications with Providers relating to fees and contractual terms and conditions.
Working collaboratively with operational teams, providers, people drawing on care and support, and carers. Promoting continuous improvement of outcome-focused services, ensuring the best range, mix, and quality of services is achieved.
Supporting with the development of market position statements and market development plans which promote high-quality services delivering culturally and socially appropriate services. Commissioning new services and decommissioning existing services where appropriate.
Writing strategic commissioning reports. This includes analysis of data to identify trends and support decision-making.
Working with stakeholders to ensure their input into quality assurance and service specifications. Supporting customer and provider engagement processes, and providing intelligence to inform decision-making.
Managing quality concerns, safeguarding enquiries, complaints and contractual non-compliance in a professional manner, advising providers and agreeing corrective action.

Key Relationships

External:	Care Quality Commission Service providers Coventry and Warwickshire Partnership Trust University Hospital Coventry and Warwickshire Integrated Care Board External agencies
Internal:	Commissioning colleagues Health and social care teams Legal Procurement

Brokerage

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

None

Person Specification

Requirements

Knowledge

Knowledge of the Care Act (2014) and an understanding of adult social care services.

Knowledge of Coventry's demographics.

Knowledge of contractual processes, quality assurance and contract monitoring.

Knowledge of commissioning and development of services and the principles of market management.

Skills And Ability

Analysing a range of service, performance and policy information and using this to draw conclusions and make recommendations for service developments.

Good project management and organisational skills, using own initiative managing multiple projects with conflicting priorities. Using project management techniques to track and report on progress.

	Ability to communicate clearly and effectively, both orally and in writing, including the preparation and presentation of clear, concise reports and statistical information.
	Ability to engage with carers and people receiving care and support.
	Excellent interpersonal, negotiating and influencing skills, developing and promoting good working relationships to collaboratively shape services.
	Ability to utilise IT software effectively to assist in the monitoring and evaluation of services using all available information.
Experience	Working with people to successfully manage change in service delivery to achieve improved outcomes.
	Experience in Health, Social Care, or a related management discipline, or comparable expertise gained within a similar field.
Special Requirements	This role is exempt under the Rehabilitation of Offenders Act 1974 and requires a satisfactory Disclosure and Barring Service (DBS) records check.