



Coventry City Council

## Job Description

<b>Post:</b>	Commissioning Officer	<b>Job Number:</b>	
<b>Service:</b>	Adult Social Care	<b>Post Number:</b>	
<b>Location:</b>	One Friargate	<b>Grade:</b>	7

### Our values:

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.

### Job Purpose:

To work as part of the Adult Social Care Strategic Commissioning service and in partnership with stakeholders to plan, develop and secure a diverse range of social care services that meet the required outcomes for local people, their relatives and carers and ensure delivery to the required quality standards.

### Main Duties and Responsibilities:

1. To lead and project manage a range of initiatives, initiating, planning and controlling the process, which helps shape the social care market and deliver future service requirements.
2. To work with service stakeholders in order to ensure their input into the commissioning of services including supporting consultation processes.
3. To work with operational teams, providers, service users and carers to ensure effective and efficient contracting processes are consistently implemented across Adult Social Care to promote continuous improvement of outcome focussed services, ensuring the best range, mix and quality of services.
4. To work with operational teams to provide technical advice, support and guidance in respect of contracts. This will include devising and implementing flexible and robust contractual arrangements with a range of providers.
5. To manage procurement and contracting processes ensuring consistency across Adult Social Care, in line with Contract Standing Orders, Community Care and Procurement legislative, statutory requirements and the principles of Best Value.
6. Working pro-actively with independent sector providers developing effective working relationships, managing the market to ensure a robust, flexible and sustainable economy of social care and support, whilst responding to concerns regarding quality of services and contract compliance issues.

7. Contribute to the development of service strategies and implementing these, including bidding for funds to support service developments. Developing market management plans, which promote high quality services delivering culturally and socially appropriate services. Commissioning new services and decommissioning existing services where appropriate.
8. Develop, negotiate and award contracts and service level agreements that comply with the City Councils policies and relevant legislative requirements.
9. Liaising with Legal Services, Auditors and the City Council's Systems Authorising Officer to ensure contractual probity and robustness.
10. To work with colleagues, operational staff, service users and carers on the identification of the commissioning needs of the Directorate. Also, in the development of outcome based service specifications and tender documentation, including the above individuals in procurement processes where appropriate.
11. To establish and continuously improve quality assurance systems that ensure service user outcomes, Best Value and Value for Money are achieved. Ensure that services are delivered that meet these requirements and professionally manage areas of contractual non-compliance, where standards fall below requirements.
12. Providing senior officers, Members and other relevant stakeholders with information to enable them to make informed decisions regarding the development and improvement of services.
13. To prepare reports as required, attend and chair if necessary, working parties, committees and other internal or external meetings as appropriate. To provide support and lead where required in the preparation, management and monitoring of budgets.
14. To act as a member of the Adult Social Care Commissioning function, supporting the overall management of the team and deputising for the General Manager, Joint Commissioning Manager or Head of Strategic Commissioning where appropriate.
15. To lead negotiations and communications with Providers relating to fees and contractual terms and conditions.
16. To manage appropriate budgets, monitoring to ensure financial targets are met and financial systems are within the requirements of the City Councils standing orders and authorise payments as appropriate.
17. To manage and ensure contract compliance across all Social care and support and Health related contracts through effective communication with Contract Officers, Operational staff and other internal and external agencies.
18. To ensure that contract processes, systems and documentation are regularly reviewed and continuously improved in line with legislation and best practice.
19. To keep abreast of, and advise on, the implications of national and policy initiatives; ensuring familiarity with legislation, research and specialist advice and use this information to help inform and develop services.

20. To serve as designated officer, leading the investigation in relation to the representation and complaints procedure.
- 21 . Contribute to City Council performance management requirements including the production and monitoring of performance plans at a service and team level.
- 22 To promote and ensure compliance with City Council policies and procedures.
- 23 Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Service Manager or Joint Commissioning Manager

**Date Reviewed:**

**Updated:** May 2022



Coventry City Council

## Person Specification

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<b>Service:</b>	Adult Social Care	<b>Post Number:</b>	
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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Commissioning and development of services and the principles of market management.</li></ul>
	<ul style="list-style-type: none"><li>• The policy and modernisation agenda for Health and Social Care.</li></ul>
	<ul style="list-style-type: none"><li>• Of commissioning and implementation in a multicultural environment.</li></ul>
	<ul style="list-style-type: none"><li>• Of contractual processes, tendering, monitoring, review and evaluation of contract compliance.</li></ul>
	<ul style="list-style-type: none"><li>• The Care Act 2014 and Better Care Fund objectives for the integration of Health and Social Care</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• In engaging stakeholders, in a range of consultative processes.</li></ul>
	<ul style="list-style-type: none"><li>• In managing a range of projects using project management methods to track and report on progress etc.</li></ul>
	<ul style="list-style-type: none"><li>• Able to produce clear, concise reports and written communication.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to analyse a range of service and performance information.</li></ul>
	<ul style="list-style-type: none"><li>• The ability to communicate clearly and effectively, both orally and in writing, with a range of stakeholders including service providers, users, carers/relatives and elected members.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work under pressure, flexibly and sensitively to achieve specified objectives.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to identify, mitigate and manage risk.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to influence service development in services for which the post holder has no direct management accountability</li></ul>
	<ul style="list-style-type: none"><li>• The ability to develop services to meet the diverse needs of the users and carers.</li></ul>
	<ul style="list-style-type: none"><li>• Financial and service planning across Health and Social Care.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work with external colleagues to jointly commission and procure services which meet health and social care needs.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Successfully managing change in service delivery to achieve improved outcomes.</li></ul>
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	<ul style="list-style-type: none"> <li>• Of writing contracts, tendering services, monitoring, review and evaluation of contract compliance.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of driving service modernisation and continuous improvement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Policy analysis, development and implementation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of working within health or social care environments in either a commissioning, quality or procurement role.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Relevant degree, commissioning qualifications or the ability to perform at graduate level with relevant experience in a related field.</li> </ul>
	<ul style="list-style-type: none"> <li>• Evidence of personal development and commitment to learning.</li> </ul>
	<ul style="list-style-type: none"> <li>• Prince 2, equivalent qualification in project management or significant work based experience.</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
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**Date Reviewed:**

**Updated:** May 2022