

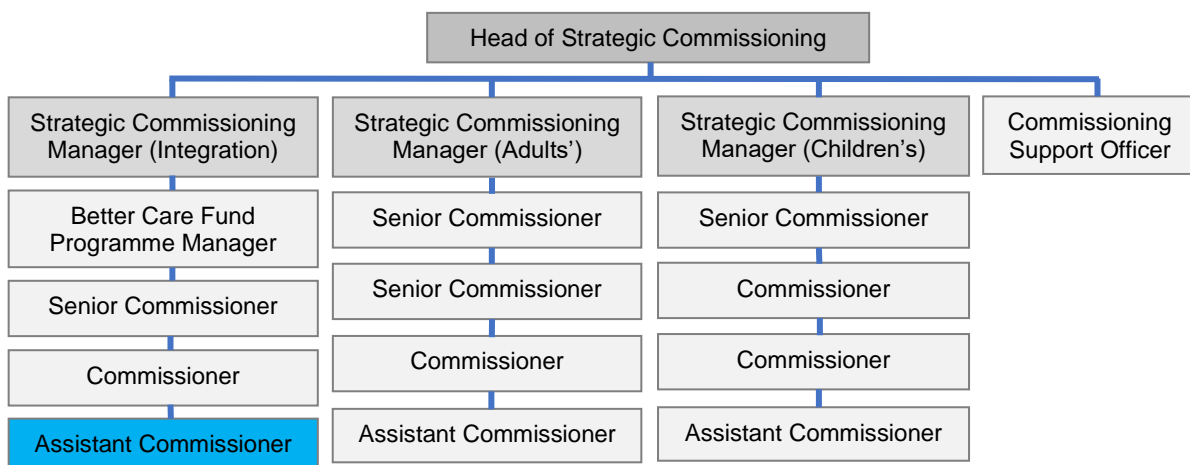
JOB DESCRIPTION

Job Title:	Assistant Commissioner, Integration		
Directorate:	People	Salary:	£27,803 – £33,024 plus £689 London Weighting FTE
Section:	Strategic Commissioning	Grade:	BG-H SCP 15 - 24
Location:	Time Square	Work Style:	Flexi

Key Objectives of the role

- To deliver a range of commissioning activities relating to all aspects of the commissioning cycle in a professional and effective way, ensuring the best outcomes for the residents of Bracknell Forest.
- To be responsible for managing contacts assigned to you ensuring that they are delivered according to the specification, and that you respond proactively to under-performance.
- To provide support for Better Care Fund programme management activities working closely with our Health colleagues.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Reporting to the Strategic Commissioning Manager the post-holder is responsible for assigned commissioning activities
- Be responsible for own outcomes and for ensuring that you remain focused on delivering according to priorities established for you. This will include responsibility both for a number of contracts (acting as contract manager) and project activities
- Develop skills in relation to all aspects of commissioning and provide support in this regard
- Provide support to managers and colleagues throughout the council and partner organisations
- Utilise the tools and processes for delivering and tracking performance required by the Head of Strategic Commissioning
- Deliver all aspects of the commissioning cycle in a consistent, safe, and efficient way in order that the council supports excellent outcomes for our residents and outstanding value for money for the taxpayer
- Be responsible for ensuring that you model the council's values and behaviours, your personal productivity and for ensuring that you operate within the policies and procedures required by the council
- Take part in appraisal, supervision and monitoring of performance to support the delivery of service aims and objectives
- Undertake available learning and development opportunities and show commitment to continuous development to maximise potential and ensure the continued delivery of quality services

Scope of role

- The post-holder will work closely and in partnership with the operational teams for the service areas / client groups that they are commissioning for
- Engage with staff to gain a full and thorough understanding of operational challenges, existing performance of commissioning and commissioned services, and opportunities to improve
- Take part in supporting the development of commissioning strategies and market plans in relation to the client groups they support
- Manage a portfolio of contracts,
- Be the contract manager for assigned contracts, ensuring that they deliver according to specifications. All contracts should have targets for delivery which the post-holder should be working with the provider to support them to deliver. These contracts will include those low complexity in nature
- Ensure that the voice of the individuals and families receiving services are central to your work effectively engaging in co-production with the community when required.
- Work with colleagues to establish opportunities for savings and efficiencies
- Ensure that the vulnerable people who receive services are safeguarded at all times through effective contract management, challenge and escalation of issues to the council's Safeguarding Teams

The success of this post will directly relate to the success of the People Directorate in delivering according to budget and supporting people to achieve positive outcomes.

The post will be accountable to the Strategic Commissioning Manager.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Evidence of continued professional development	<p>Project Management qualification</p> <p>Degree level qualification, or significant equivalent experience and training</p> <p>Appropriate accreditation/ registration with a professional body</p> <p>Evidence of training in relation to commissioning and related disciplines</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge: Understanding of relevant legislation, statutory guidance and national policies</p> <p>Ability to apply commissioning approaches</p> <p>Knowledge of key issues facing Local Government</p> <p>High level of organisational skills and effective application of processes</p> <p>Specific to technical areas:</p> <ul style="list-style-type: none"> - Understanding of market development methodologies - Understanding of commissioning reviews, change management and service development - Understanding of contracting and procurement <p>Experience: Some experience undertaking aspects of the commissioning cycle and/or project management</p> <ul style="list-style-type: none"> - Experience of involvement with project management / commissioning / transformation activities 	<p>Understanding and application of commissioning methodologies</p> <p>Up to date knowledge of issues and legislation relating to adults within Health and Social Care and/or understanding of Government agenda for Adult/Children's services</p>

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- Experience in planning, supporting and reviewing change projects

Demonstrate success delivering within a performance culture.

Evidence of high level oral, written and presentation skills to enable the post-holder to communicate effectively with a range of staff, managers and other stakeholders.

Skills:

Ability to analyse data and present in a meaningful way to inform decision making

Problem solving and planning skills – with the ability to devise solutions and plan work to deliver them

Process orientated and organised – capable of implementing systems to ensure effective and consistent commissioning and reporting

Effective communication and interpersonal skills. Works collaboratively with others to deliver the best outcomes.

Influencing skills, and ability to achieve own and partnership objectives through joint working

Presentation skills (qualitative and quantitative data) adapted for different audiences.

**Work-related
Personal
Requirements**

Ability to work collegiately with colleagues

Proactive, accountable and self-motivated

Able to recognise and manage conflicting pressures

Able to work both collaboratively and independently using own initiative

Role model the Bracknell Forest Values and Behaviours

Asks for, reflects upon and acts on feedback

Energy, drive, commitment

Other Work Requirements

The ability to converse easily with members of the public and respond effectively to questions in spoken English

A full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

