CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health & Wellbeing** | **SERVICE GROUP: Commissioning & Integration** |
| **POST TITLE: Commissioning Officer** | **REPORTS TO: Commissioning Manager** |
| **GRADE: PO1 – PO2** | **SAP POSITION NUMBER : 11007219** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post** | |
| 1. To support key commissioning areas of activity relating to primary service user groups, community funding and housing related support across the localities as specified. 2. To work in partnership with relevant strategic commissioning bodies to inform strategic planning, commissioning and monitoring of the delivery of a range of services from the voluntary and community sector incorporating national, Departmental, Council wide and other external requirements. 3. To ensure service users and carers are fully involved in the commissioning process, taking account of the health and social care needs of the diverse population of the Bradford District. | |
| **Main Responsibilities of Post** | |
| 1. To support delivery of commissioning and policy plans to implement strategic priorities within budget. 2. To report on commissioning issues and make recommendations for action. 3. To help determine through research, intelligence and evaluation of changing service patterns, requirements for service changes. To identify information flows and requirements to inform commissioning priorities and to underpin the development of future service requirements. 4. To assist in the joint commissioning of services with health colleagues, other Council Directorates, independent and voluntary sectors to ensure a “whole systems” approach to service development and the implementation and use of Health Act flexibilities where appropriate. 5. To work with others to monitor and evaluate services and their performance against specific outcomes and objectives to achieve the best possible standards of service and value for money. 6. Support the development of service level agreements and/or service specifications for contracts with suppliers and commissioning team members. 7. To develop effective arrangements for service user, carer and voluntary sector consultation and their participation in service planning and review. 8. To contribute to the development of the market. 9. To contribute to working groups/project teams as appropriate and to manage particular projects and service developments in partnership with managers. 10. To keep abreast of policies, procedures, evidence of effectiveness, government guidance and legislation related to adult commissioning and to ensure implementation of national guidance across the Department’s areas of responsibility. | |
| **Structure:** | |
| **Special Knowledge Requirement: Essential for shortlisting** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** | |
|  | **Essential** |
| Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public.  You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | X |
| Carries out the working practices, procedures and basic operations across commissioning | X |
| Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and social care as well as demonstrate an understanding of the duties and responsibilities that underpins the work of Adult Services | X |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | X |
| Contributes to the management of the commissioning budget , keeping costs within agreed levels |  |
| Uses, interprets, analyses, communicates complex numerical information | X |
| Leading working groups, project teams and reference groups related to commissioning and service improvements |  |
| To contribute to Commissioning strategies and market development including identifying and responding to areas of policy relevant to provision of services within the remit of the post and making recommendations on future policy, service and process development |  |
| Consultation with service users, carers, members of the public in a variety of settings as well as providers and internal and external stakeholders |  |
| Apply anti discriminatory practice and approaches in their day to day interaction with colleagues and clients, challenging bias, prejudice and intolerance. | X |
| Able to carry out aspects of performance management including formulating, reviewing and promoting effective performance indicators, measures, benchmarks and targets, developing and using systems and approaches to collect, analyse and report on performance, and applying PM intelligence to effective management, quality systems, continuous improvement and strategic change. |  |

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| **Relevant experience requirement: Essential for shortlisting** | | |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above. | | |
| Experience of inter-agency working including experience of consultation processes with other organisations and/or service users | | |
| Experience of project monitoring & evaluation | | |
| **Relevant professional qualifications requirement: Essential for shortlisting** | | |
| Level 4 qualification or higher in a relevant discipline or similar evidence relevant to the skills and ability to do the job  *(Certificate of higher education, higher national certificate or other Level 4 award)* | | |
| **Core Employee competencies to be used at the interview stage** | | |
| **Carries Out Performance Management** – covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately to a high standard. | | |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | | |
| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| The post holder must be able to work evenings, weekends and Bank Holidays occasionally as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the  Equality Act 2010 in relation to Disability Provisions. | | |
| **Special Conditions:** | | |
| A Basic DBS Check will be required | | |
| **Compiled by:**  **Date:** | **Grade Assessment Date: June 21 Grade reviewed and confirmed by Wendy Johnson & Mark Henderson** | **Post Grade:**  **PO1 – PO2** |