

Job Description and Person Specification

COMMISSIONING DEVELOPMENT OFFICER

A Lambeth to be proud of



Job Title: Commissioning Development Officer
Department: Housing
Division: Supported Housing Commissioning Team
Grade: PO2
Reports to: Strategic Commissioning Manager
Responsible for: N/A

Context

The Supported Housing Commissioning team manage numerous funding streams to support rough sleepers and single homeless people in the borough. These funding streams and amounts have grown over the years, which in turn, has increased the number of services and projects we commission and deliver.

Job Purpose

The Commissioning Development Officer will support the team with all phases of the commissioning cycle, creatively drawing on a wide range of resources and assets across the partnership, organisation, and community to ensure that the council's strategic, specialist housing-related support requirements are delivered. This role will require working in partnership with key stakeholders, colleagues, and the community, in a politically sensitive environment.

The post holder will work across rough sleeping services and supported housing provision, including Housing First, to monitor contract compliance and collaborate with providers to develop and implement improvement plans. This will ensure that all commissioned services consistently meet required standards of quality and excellence.

Responsibilities

1. To support the team in achieving priorities through the delivery of a programme of tasks associated with the Lambeth Commissioning Cycle
2. To draw information from a variety of sources to provide evidence based reports that will assist citizens, Councillors and officers in making informed commissioning decisions
3. To work with citizens, the public, private, voluntary and community sectors to help develop the capacity required to achieve outcomes through a variety of delivery models.
4. To contribute to the development of outcome-based specifications of services that contribute significantly to one or more priority outcome, provide added social value and support the council's vision.
5. To contribute to the evaluation and assessment of the impact of commissioned services on community outcomes as part of the commissioning monitoring and review process.
6. Ensure value for money is obtained at all times and ensuring any identified savings and efficiencies are achieved.

7. To facilitate and participate in meetings with all providers, including internal delivery colleagues, to ensure the chosen delivery model is performing effectively, including contributing to community outcomes, meeting statutory obligations and contract requirements. This will also include monitoring provider performance against service specifications as part of the contract management process.
8. To deliver a work programme that covers the commissioning cycle to ensure that key activities/ tasks are achieved in a timely way, within budget. These include; engagement with citizens and businesses, co-production of outcomes, generation and evaluation of new delivery options, the building of additional capacity that provides a varied pool of potential service/ activity providers and other projects relevant to delivering community outcomes.
9. Provide project reports to support effective decision making and commissioning plan implementation.
10. To contribute to effective governance and assurance through the production of appropriate reports and through facilitating and/ or participating in officer/ partnership meetings.
11. To report and respond to safeguarding concerns relating to adults that may be identified and contribute as appropriate to the investigation of those concerns.
12. The post holder will need to display sound judgement, be politically aware and be comfortable in engaging with senior officers and elected members.
13. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.

General tasks and responsibilities

1. To ensure that you carry out the duties of the post in accordance with the Health and Safety at Work Act 1974, the Data Protection Acts 1984 and 1998 the Federation Against Software Theft Guidelines, Corporate IT standards, The Computer Misuse Act 1990, The Council's equal opportunities policies, The Council's security policy, the Freedom of Information Act 2000 and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial Regulations.
2. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environment Policy, Single Equalities Scheme, Quality Assurance Plan, Sustainable Procurement and Recycling.
3. To attend all relevant meetings and deputise for commissioning colleagues when required.
4. To undertake any special assignments or projects in a planned and professional manner ensuring that any work undertaken is completed within stipulated timeframes and given budget with the desired outcomes.

5. To undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time to meet the needs of the service.
6. To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
7. To take full responsibility for the development and implementation of own personal development plan, and own continued professional development in those areas relevant to own role.
8. At all times, carry out the duties of this post with due regard to the Council Equal Opportunities Policy, Email Policy, Managers Charter, Valuing Diversity, and ensure its implementation.
9. The post holder will be required to work flexibly according to the needs of the service; this will always be discussed with the line manager in the first instance.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.			
If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	K1	Understanding of the challenges facing local government and how this impacts on service delivery	✓ A
	K2	Knowledge of key national issues & programmes relevant to client group and service/outcome area	
Relevant Experience	E1	Experience of gathering, interpreting, and presenting complex evidence and data	✓ A
	E2	Experience of collaborating with a range of internal and external partners	✓ A

	E3	Experience of working collaboratively with service users and stakeholders, to deliver service improvement and development	✓ A
Qualification	Q1	Education to degree level or equivalent	

Core Values and Behaviours		Equity • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.	
		Kindness • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.	

		• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.	
		Accountability • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs	✓ A
		Ambition • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.	A

		• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	
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CORE VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

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- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
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