

Job Description and Person Specification

Senior Commissioning Officer

A Lambeth to be proud of



Job Title: Senior Commissioning Officer

Department: Public Health, Integrated Health and Adult Social Care

Grade: PO6

Reports to: Lead Commissioner

Responsible for: Commissioning Development Officers. A range of contracts and commissioning projects as determined by work programme

Job Purpose

- To apply commissioning principles and activities to ensure outcomes are achieved in collaboration with Lambeth's partners and diverse communities.
- This will require wide ranging knowledge and experience of commissioning, budget management, project management, partnership working, stakeholder management and strong levels of political awareness. The role will require research and critical analysis of information and data, options appraisal, as well as provider improvement, monitoring and evaluation. As part of a team of Commissioners, the post holder will drive all phases of the commissioning cycle, creatively drawing on a wide range of resources and assets across the partnership, organisation and community

Responsibilities

- Put effective arrangements in place to co-produce all aspects of commissioning work, generating social value and achieving outcomes with residents, Councillors, businesses and relevant stakeholders.
- Responsibility for the collating and interpreting of data and evidence, ensuring analysis and needs assessment with cost/benefit or return on investment analysis. Using this intelligence to facilitate the definition of outcomes with Councillors and residents.
- Drive the co-design and development of a range of service delivery options in collaboration with residents and partners for the achievement of outcomes. Manage the process of co-production to generate solutions to cross-cutting and complex policy challenges.
- Provide and direct the development and management of relevant policies, strategies and implementation plans, ensuring that they are delivered within agreed timescales. Ensure commissioning plans meet key strategic aims and objectives in support of the Lead Commissioner.
- Facilitate building of additional capacity that provides a varied pool of potential service/activity providers and other projects relevant to delivering community outcomes.
- Co-design, specify and engage in managing contracts/client relationships, encouraging and enabling contractors/providers to play active roles in the borough and wider outcomes. Secure social value in all aspects of commissioning and work with providers.

Partnerships and collaboration

- Ensure the involvement of relevant key stakeholders including delivery managers and officers to oversee project development for any proposed service or system change.
- Support Ward Members in commissioning and in their local community role, and in addressing local issues and involving residents
- Work in collaboration with other public, voluntary and community sector partners to integrate commissioning or delivery for the better achievement of outcomes
- 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.
- Work with commissioning colleagues and engage in networks and provider improvement activities that contribute to influencing and shaping the market of provision.
- Ensure appropriate governance is in place for all commissioning work packages.

Commissioning, programme implementation and management

- Ensure completion of relevant business cases and commissioning reports required for political and other governance processes. To ensure the chosen delivery vehicle is procured and implemented in accordance with relevant legislation.
- Assist in the design and implementation of structural changes as required.
- Ensure effective commissioning programme implementation and management arrangements are in place to support the service development phase.
- Identify risks that may threaten the implementation of commissioning intentions/plans and address or escalate them appropriately.
- Ensure that equalities issues are identified and mitigated throughout commissioning processes through the use of the equalities impact assessment and other relevant processes.
- Adhere to monitoring and review frameworks to ensure rigorous achievement of outcomes drawing on evaluation and other techniques.

- Ensure service specifications include the development of financial models which is subject to independent scrutiny and review.

General tasks & responsibilities

- The post holder will liaise with auditors and other inspectors approved by the Council in any investigations pertaining to the work of the team and the records held.
- 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.
- 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.
- To work towards creating a culture within Lambeth that is dedicated to the principles and behaviours of the Council, best value and Lambeth's behaviours, in order to meet the needs of the customers and other stakeholders.
- To attend all relevant meetings as required.
- 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.
- To maintain an awareness of the risks to the team, department and the Council and taking necessary action to minimise risks.
- To manage any relevant posts as appropriate
- To deputise, as required, for the Line Manager and other colleagues.
- 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.

- To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
- To take full responsibility for the development and implementation of own personal development and own continued professional development in those areas relevant to own role within LBL.
- 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.
- 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 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). 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.			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	Detailed knowledge of the strategic challenges facing local government.	✓A
	K2	Knowledge of key national and local issues and programmes relevant to client group and specified outcome/service area.	✓A
Relevant Experience	E1	Experience of commissioning and procuring projects or services in a public sector setting.	✓A
	E2	Experience of working collaboratively in a complex commissioning environment.	A
	E3	Experience of using data and management information, needs assessment for commissioning, performance management and monitoring and review reporting.	✓A
	E4	Experience of financial management.	A
	E5	Experience of service development, undertaking options appraisal and system change using demonstrable programme management skills	

Qualification	Q1	Education to degree level or equivalent experience.	✓A
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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	
		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. • 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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