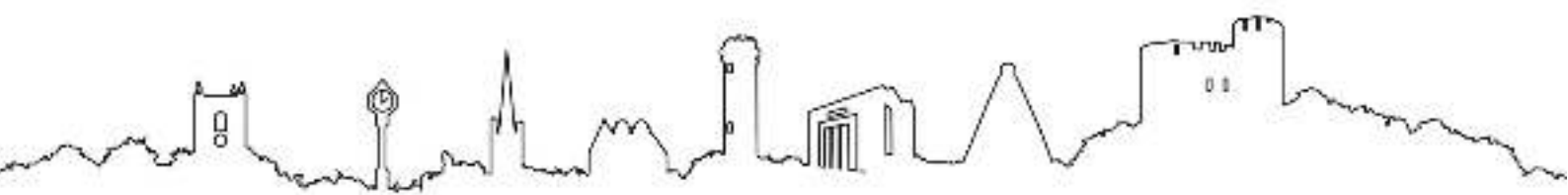
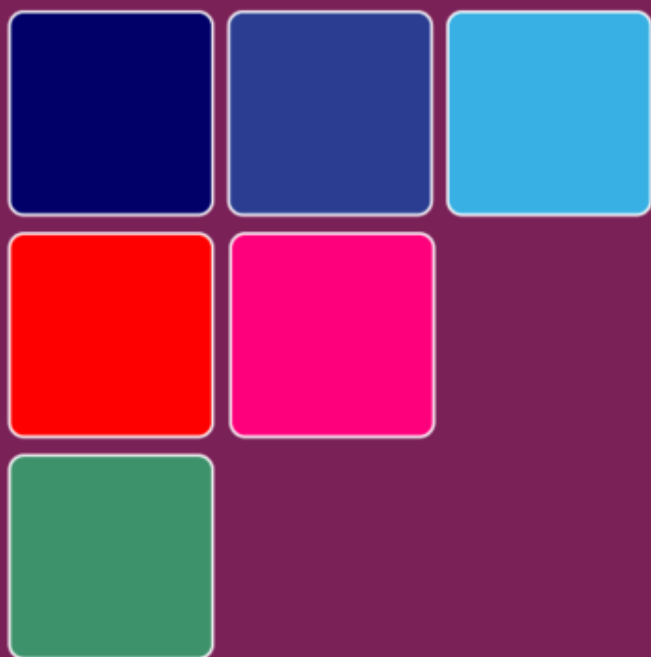


Commissioning Officer



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



...we will be one council, building an effective and dynamic organisation

Job Description

Job Title: Commissioning Officer
Grade/Salary: Grade 11
Reports to: Strategic Commissioning Manager
Post Number: DAC349

Role Purpose:

To manage and develop commissioning functions within the Divisional area of responsibility to meet Directorate and Corporate policies and objectives;

- To ensure a range of high quality, outcome focussed and best value services for children, young people and families, operating across the continuum of need from universal through to specialist provision.
- To ensure the voice of children, young people and families is captured and influences all aspects of service design and delivery.
- To actively contribute to and, where necessary, lead strategic planning activity at a number of levels with a focus on innovation and new ways of working.
- To develop and maintain strong and effective relationships with partner agencies and providers at a local, regional and national level.

Specific Responsibilities:

- To be responsible for the commissioning and monitoring of an array services that improve outcomes for children, young people and families in Dudley, with a focus on reducing the demand for specialist provision.
- To develop and sustain productive relationships with providers and partner organisations.
- To be responsible for the development and implementation of market shaping plans and to be accountable for the delivery of services accordingly.
- To ensure that commissioning interventions fit the requirements of current and future statutory duties and that services are procured in accordance with Dudley Council's standing orders/financial regulations.
- To be responsible for the management of some elements of human resource activity within the section.

- To work in partnership with other council directorates and external partners in the development of contracts and specifications. To include negotiating and agreeing service funding levels that are both cost effective and efficient in outcome delivery.
- To manage the interface between the Directorate and external agencies, influencing and shaping local, regional and national agendas as appropriate to improve outcomes for children.
- To ensure that children, young people and families are involved in the development of services and that the work of the Authority is positively promoted throughout local communities in Dudley.
- To ensure that the work of the Commissioning Unit promotes Directorate and Corporate policies and priorities and where appropriate service developments are integrated with Authority wide objectives.
- To provide verbal and written expert advice to colleagues, senior management and external agencies as appropriate.
- To maintain the highest levels of professional knowledge through membership of regional and national forums and use this knowledge to promote innovation and creativity within service development.
- To participate in intra and inter departmental working groups, taking the chair where necessary.
- To represent the Directorate on outside bodies.
- To prepare reports and attend Committees as required.
- To contribute to the management of information systems and work closely with performance and data analysts to ensure that commissioning activity is aligned to need and underpinned by a strong evidence base.
- To promote authority wide and Directorate policies in both employment practice and service delivery, in particular equal opportunities.
- To deputise for senior managers as required
- To undertake other specific duties as may be necessary in the commissioning of services for children, young people and families.

Key Responsibilities:

- To be accountable for and promote equality, diversity and community cohesion to meet Group, Department and Function objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.

- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Group.
- To represent the Council and Group in a professional manner meeting the Corporate and Group aims. To comply with Group and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Group aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions:

This post is subject to the DBS checking process (*delete if not applicable*)

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old) (*delete if not applicable*)

The post holder is required to work onsite 3 days per week

Prepared by: Strategic Commissioning Manager

Date: January 2025

Person Specification

Essential criteria:

Qualifications and Experience		Application form	Technical assessment	Interview
1.	Detailed knowledge, understanding and experience of the issues and complexities of commissioning for children's services			
2.	Experience of effective service development.			
3.	Experience of working well in a team			
4.	Experience of multi-agency work			
5.	Experience of monitoring to stated aims/objectives/outcomes			
6.	Knowledge of Children's Social Care legislation			
7.	Knowledge of procurement			
8.	Professional qualification in Social Care/Health Care and or related Degree			
9.	Ability to produce complex documents.			
10.	Highly developed written and verbal communication.			
11.	Negotiating skills			
12.	Policy/data analysis and implementation.			
13.	Working within a legal framework			
14.	Ability to undertake effective consultation and engagement using a variety of techniques			
15.	Ability to use ICT competently			
Skills and abilities				

16.	Proven commitment to public service and the ability to champion equality, diversity and inclusion and embedding these as core values			
17.	Ability to be proactive and work independently in a skills area which is new.			
18.	The ability to manage conflict positively			
19.	Flexibility and responsiveness to change			
20.	Commitment to involvement of people who use services			
21.	Ability to develop and manage complex patterns of relationships in a positive and productive manner			
22.	Commitment to the positive implementation of services and activities that promote positive outcomes for children, young people and families.			