

## Commissioning Officer

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**Department:** Children, Young People, Education and Skills

**Division:** Integrated Services and Commissioning

**Reports to:** Manager Children's Commissioning and Redesign

**JE Ref:** CYP502

**Grade:** CS10

**JE Date:** 21/09/2020

### Purpose

Commissioning activity is a key capability function with the Children, Young People, Education & Skills (CYPES). This role will work closely across government to ensure the commissioning framework for CYPES is consistently and rigorously applied to the Department's commissioning activity.

With a range of experience across programme management and delivery, stakeholder engagement, business process and project management, this role will be responsible for;

- Managing projects relating to the development, improvement and specification of services, working closely with service managers and liaising as required with finance, legal and procurement officers to ensure compliance with the Government's contract and finance systems and its interface with partners' commissioning and procurement requirements.
- Building and maintaining key strategic links, partnerships and positive working relationships with a range of stakeholders involved in commissioning, providing and using services on behalf of the Government and CYPES.

### Job specific outcomes

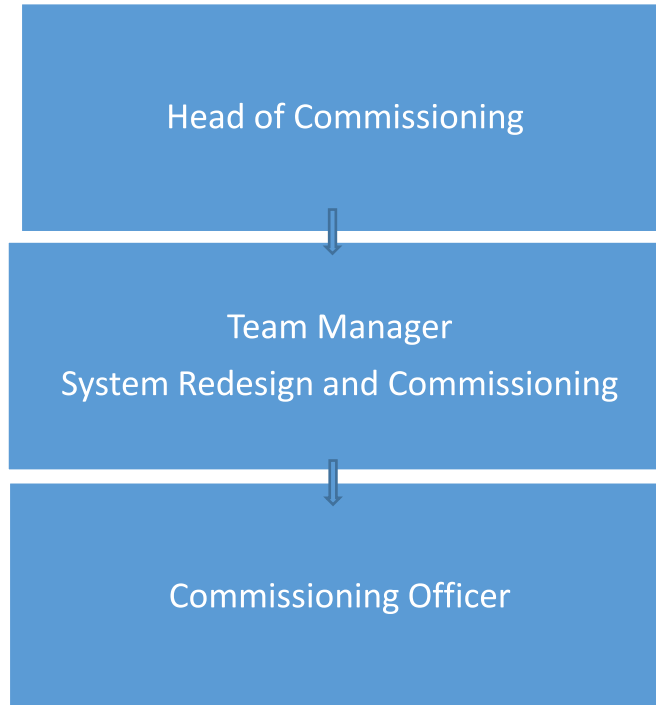
1. To conduct commissioning reviews, working closely with providers, service managers and other key stakeholders to plan and deliver effective change management programmes, ensuring service user and carer engagement is integral to this work
2. To undertake, service and provider mapping exercises and contribute to the development of the market position statement. Take responsibility for key workstreams or projects as required.
3. To provide commissioning support to specific projects that help shape and influence the provider market to deliver departmental priorities, including leading on the development of market management and development strategies to deliver greater choice and control for service users
4. To maintain an overview of service performance and contract compliance through liaison with commissioned services to ensure that information and intelligence is prepared in a form which can be used to directly inform commissioning activities and actions aimed at securing improved service user outcomes.

5. To act as a liaison point for providers in relation to commissioning issues, with support of the Team Leader Commissioning, negotiating with providers and recommending the allocation of resources as necessary.
6. Under the guidance of the Team Leader Commissioning and Head of Service, to lead on the deployment of the most appropriate procurement vehicle to deliver high quality, value for money services, working closely with procurement, finance and legal colleagues to ensure compliance with government finance and contract systems at all times.
7. To provide expert advice and support to managers across CYPES on the consistent and robust application of the department's commissioning framework and the Government's procurement procedures.
8. To develop outcomes-based service specifications and performance frameworks for new or re-commissioned services, both in-house and with the independent, voluntary and private sectors, in order that they support the delivery of strategic priorities and planning decisions.
9. To produce reports, briefing papers and other documentation for senior managers, Partnership Boards and Ministers regarding specific service areas as required.
10. To ensure service users are meaningfully involved in service design and development, by organising and chairing workshops, consultation events, information events, forums and steering groups as appropriate.

### **Statutory responsibilities**

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

## Organisational structure



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> <li>• First degree or equivalent, together with a minimum of 3 years practical experience working in an associated education/health/social care area</li> <li>• Evidence of continuing professional development in the associated education/health/social care area</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification in Commissioning and/or Procurement, or willingness to gain an accredited qualification</li> </ul>

<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> <li>• Knowledge and experience of the commissioning cycle, together with experience in using a project methodology approach</li> <li>• Knowledge of current relevant legislation, statutory duties, responsibilities, and best practice in commissioning health, education and social care</li> <li>• Knowledge and understanding of the Government of Jersey and Department's objectives and goals to improve health and well-being for the local community, including more vulnerable children and adults, and families</li> <li>• Be able to assess and ensure local market development is based upon best evidence, practice and guidance</li> <li>• Understanding and awareness of working in a political environment</li> <li>• Understand the contract management process and procurement process, including the Public Finances Manual</li> <li>• Drive outcomes and cost savings through redesigning services and pathways and re-negotiating contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Project management qualification, or similar such as Prince 2</li> </ul>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle licence etc.</i></p>	<ul style="list-style-type: none"> <li>• Adept Microsoft Office user, able to maintain accuracy and precision.</li> <li>• Good numeracy skills</li> <li>• Maintain complete computer records</li> <li>• Highly competent in all aspects of written and verbal communication, engaging with and learning from peers, other professionals and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced Excel and MS Project user</li> <li>• Hold the ECDL certificate</li> </ul>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> <li>• Evidence of engaging local communities and citizens and incorporating such insights and intelligence into plans</li> <li>• Able to work on own initiative, organising own workload, being responsible for decision making and identifying solutions</li> <li>• Excellent communication and negotiation skills, developing strong relationships with key stakeholders</li> </ul>	

	<ul style="list-style-type: none"> <li>• Plan and prioritise own work in the context of conflicting priorities and in accordance with the policies and procedures of the department</li> <li>• Able to work to strict deadlines, working within a busy environment, be flexible with a 'can do' attitude</li> </ul>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism.</i></p> <p><i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• Minimum of three years' relevant experience in commissioning, policy or project management</li> <li>• Experience of review and evaluation through outcome-based contract /specification monitoring</li> <li>• Using the Voice of the child and parent/car to inform service development and improvement</li> <li>• Consulting with relevant parties in the development of services, pathways and specifications</li> <li>• Good governance and visibility of progress, risks and issues</li> <li>• Understanding of safeguarding policy and practice</li> </ul>	