

<b>Job Family:</b>	<b>Partnership &amp; Commissioning - Front Line – Process knowledge</b>	<b>Grade:</b>	7
<b>Job Title:</b>	Commissioning Support Officer (Systems)	<b>Directorate:</b>	CEX
<b>Date:</b>	<b>12th November 2018</b>	<b>Version:</b>	<b>1:1</b>

#### **Role Profile - Details Specific to Job Family**

These roles focus on working in partnership with the community to identify outcomes and then to work with third parties and the community itself to design and commission services to best meet the needs of the citizens and communities in Sutton. These roles are accountable for the outcomes but jointly with partners and often with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results.

At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

#### **Role Profile - Details Specific to Grade**

Working within established frameworks and procedures but with the freedom to apply professional judgement to solve problems. Roles will be a mix of supervisors and individual contributors. Work will be reviewed on an ongoing basis for fit with requirements.

Roles requiring a level of process expertise to liaise with internal or external partner organisations.

#### **Brief Description of job role and department**

You will be based in the Council's newly formed Commissioning Unit whose purpose is to lead and deliver the Council's approach to Outcome Based Commissioning, and to provide high quality support, advice and assurance for the rest of the Council to enable it to deliver its wider responsibilities. You will work as a flexible resource across the team with the responsibility for delivery of projects assigned to your team.

Reporting to the Senior Commissioning Support Officer, you will be responsible for supporting the delivery of a high quality Commissioning Support service to enable the delivery of commissioning and market development activities across the Unit.

#### **Representative accountabilities**

- Deliver a defined set of procurement and contracting activities to ensure tasks are delivered within agreed timescales and statutory/regulatory requirements.
- Collect and analyse information from a variety of sources and carry out analysis to assist more senior colleagues.
- Regularly communicate with partners and service providers to share information and build working relationships to support collaborative working.

#### **Budgetary accountabilities**

● None

### **Specific accountabilities**

- Support all tenders and procurements, ensuring procurement activity complies at all times with the council's Standing Orders.
- Maintaining up to date knowledge of best practice and statutory requirements in procurement.
- Undertake where delegated the Lead system administrator / developer role for the Commissioning Unit's systems, such as ProContract.
- Provide technical and practical support with regard to the issuing of contracts, contract notices including default notices, contract suspensions and embargoes under the direction of the Senior Commissioning Officer.
- Support the development and delivery of tailored performance management reports to Senior Managers, by working with social care operational managers, peer commissioners and managers (including health and public health) to secure data, intelligence and evidence to inform commissioning processes.
- Record all incidents, accidents and safeguarding notifications and action taken by both internal and external officers with agreed timescales.
- To provide a professional service regarding the payment of invoices and expenses through Agresso whilst adhering to LBS financial procedures.
- Contacts and liaises with budget-holders for authorisation of invoices.
- To ensure that all spot providers supplier set up procedures are conducted within LBS financial audit regulations, liaising with the brokerage service at all times.
- Maintain robust systems to track financial spend and activity.
- To ensure good internal control, ensure that purchase orders (PO's) are raised and signed by the appropriate signatories, track non payment of invoices and advise officers accordingly
- To assist the Senior Commissioning Officer with end of year accounting procedures, review open Purchase orders (Commitments) from Agresso and to indicate which old items can be closed.
- Provide and assist Senior Officers with reports that are concise, factual and adhere to Freedom of Information request within agreed timescales
- To assist with the development and implementation of quality assurance systems and Commissioning Unit information toolkits
- Provide full support services including arranging meetings with providers, minute taking when required, preparing agendas

### **Person specification (knowledge, skills, experience and behaviours required in the role)**

- Strong communication skills along with the ability to influence (including strong presentation and report writing skills)
- Knowledge of procurement (including EU regulation, legal and policy context and ideally use of Pro-Contract)
- Proven ability to gather, use and interpret data to manage performance and quality assurance of external providers
- Proven ability to deliver results in an environment requiring tight deadlines and managing multiple priorities
- Proven project management skills including the ability to successfully manage several tasks to a successful outcome
- Proven, excellent IT skills that have been successfully used to deliver project/work outcomes
- Experience of acting as a system administrator.

To be aware of and perform the duties of the role in accordance with all Council policies and procedures including:

- [Health and Safety](#);
- [Risk Management](#);
- [Finance](#) (including code of conduct, fraud and compliance);
- [Equalities and Diversity](#)
- The Council's [Core Behaviours](#);
- [Information Security](#) and the [Data Protection Act](#)

- The Council's Core Values, [Environmental Management System](#) (EMAS) and other Borough and Group policies and procedures;
- Undertake duties consistent with responsibilities of the post as required by the designated line manager/supervisor.