

Title Commissioning Officer	Department Children, Families and Cultural Services	Post Ref.
Job Purpose To respond to placement requests from social workers and broker appropriate placements with internal provision and external providers. The post holder will be responsible for contract managing linked providers to ensure the local authority are receiving a quality service and value for money.		
Key Responsibilities <ol style="list-style-type: none"> 1. To work to identify opportunities for improvements and the achievement and maintenance of high standards of quality and efficiency in the services provided by the Nottinghamshire County Council and the Children, Families & Cultural Services Department. 2. To develop and improve personal skills through participation in, and contribution to, formal and informal staff development processes and training geared to meet the requirement of the post and the changing business requirements of the department. 3. To supervise and assist the efficient and cost effective use of resources and to participate in performance review systems for departmental services and other measures allied to the supply, monitoring and effective utilisation of management information connected with the post holder's field of work. 4. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council policy and relevant legislation. This will include maintaining strict confidentiality in relation to personal information (included that of service users and other employees) which may become known to you in the course of your work or associated activities. 5. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take 	Key Accountabilities <ol style="list-style-type: none"> 1. Respond to placement requests by communicating with social work staff, to ensure information to be shared with providers best reflects the child/young person's needs, in efforts to secure the most suitable placement. 2. To be a named linked person with responsibilities for a range of providers to monitor the quality of provision provided and establish positive relationship. 3. To participate in tendering processes to commission placements or services to support placements by producing service specifications and evaluating submissions. 4. Maintaining records as required by policy and good practice. 5. Working in partnership with colleagues from a range of different agencies to ensure children and young people are safely maintained in their environment. 6. Participation in regular supervision. 7. To take up opportunities for relevant training and development, in accordance with the requirement to evidence continuous professional development. 8. To produce or contribute to periodic reports for senior managers within the Department identifying any practice, process, procedural or systems issues. 	

<p>reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.</p> <p>6. In accordance with “The Introduction of New Technology Agreement”, you will work with computers, new technology and associated systems required and support the employee(s) you manage in its use. You will personally and through the employees you manage ensure compliance with the County Council’s Data Protection, Freedom of Information Act and ICT codes of practice.</p> <p>7. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.</p> <p>8. The post holder will need to work flexibly, including out of hours when necessary. In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy. This principle applies equally to all aspects of the role.</p>	<p>9. To maintain an effective and up to date working knowledge of policies, procedures and practice in Children’s Services and to keep others informed as appropriate.</p> <p>10. To actively participate in other practice and organisational meetings as required.</p> <p>11. To contribute to the development of the service and ensure that objectives are delivered and outcomes achieved which address the Departmental/Service area Business Plan.</p> <p>12. To be responsible for continuing self-development, undertaking training and contributing to team meetings and team days.</p> <p>13. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/ grade of the post defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</p>
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The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Evidence of recent development or use of a relevant ICT package. 2. Relevant professional qualification related to children's social care, education, health or youth and community development, public sector commissioning. 3. Evidence of continual professional development. 4. Project Management training (e.g. Prince 2) (Desirable). 5. Legislative framework for children and young people's services. 6. National policy context for children and young people's services. 7. Processes of managing change. 8. Processes of evaluation and review. 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. 5. Good analytical skills for report writing. 6. Good interpersonal skills, to engage, negotiate, consult, and develop constructive relationships with others including partners. 7. Effective communication skills, both written and oral. 8. Ability to work under pressure and to tight deadlines.
Experience	

Tier 7 – Experienced / Professional Staff

1. Recent management/leadership experience in children's social care, education or youth services (Desirable).
2. Policy review and development.
3. Working in partnership with other agencies.
4. Budget monitoring.
5. Setting objectives and business planning.
6. Performance management of staff (Desirable).

9. Team building skills in project management.
10. Self-motivated and committed to producing work of a high quality
11. Ability to work to Departmental policies and priorities, and evidence the ability to make a positive difference to a child's outcomes.
12. Skills in communication with children and young people, and evidence of engaging children and young people to participate in decisions about their lives.
13. Ability to work anti-oppressively and promote anti-oppressive practice and evidence of where this ability has made a difference.
14. Effective skills in the use of Information Technology.
15. Demonstrate ability to accept and make construction and appropriate use of supervision.
16. Evidence of ability to function as a team member and willingness to work co-operatively and flexibly.
17. Evidence of ability to organise and prioritise own work and use appropriate administrative skills.
18. Understanding and evidence of working with confidentiality
19. Commitment to anti-discriminatory and anti-oppressive practice with children, their carers and colleagues regardless of race, gender, age, disability, sexuality or religion.
20. Willingness on occasions to work outside or beyond core hours.
21. Full driving licence and use of car, or eligible for taxi service if disabled.

Role Dimensions

1. Insert core area/s of responsibility (inc. teams, services & functions)
2. Insert financial responsibility
3. Insert staff - No of direct reports

Please attach a structure chart

Date

Tier 7 – Experienced / Professional Staff