

Title Commissioning Team Service Organiser	Department Children, Families and Cultural Services	Post Ref.
Job Purpose Based within the Commisisoning & Placements Group, Commisisoning Team, the Service Organiser will be responsible for co-ordinating, managing and supporting the timely progression of commisisoning requests and reviews		
Key Responsibilities 1. To act as the contact point for commissioning referrals 2. To hold responsibility for monitoring of the Commissioning team databases and ensure any gaps are filled in 3. To hold responsibility for the progress chasing of information from partner agencies and families needed to inform commissioned services and audit reviews 4. To support Commissioning Officers in preparing information for new commissioning requests & audit/review of cases 5. To oversee business support in the recording and administration of documentation re commissioning processes 6. To support with the populating of letters as part of the commissioning and review/audit process 7. To provide data analysis regarding all commissioned services 8. To support the up keep of accurate records on the Commissioning team data bases and Mosaic. 9. To have working knowledge of the Children and families Act and Short Breaks Regulations 10.To be competent in drafting relevant letters on behalf of the service.	Key Accountabilities 1. For updating the monitoring of the Commissioning team databases 2. For progress chasing of information required to inform all commissioning 3. For documenting and raising safeguarding concerns. 4. For completing accurate and timely case records. 5. For monitoring, with the support of the Commissioning Officers, the departments progress in working to relevant time frames. 6. To adhere to General Data Protection Regulations.	

<p>11.To maintain a good working knowledge of service provision across the county, specifically in respect of core/universal services.</p> <p>12.To participate in regular supervision.</p> <p>13.To have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</p> <p>14.To contribute to, as appropriate, service development and efficiencies</p> <p>15.To co-ordinate meetings with stakeholders, when necessary.</p> <p>16.To alert line manager to any safeguarding concerns.</p> <p>17.Any duty or task that is appropriate for the role described.</p>	
The post holder will perform any duty or task that is appropriate for the role described	
<i>Person Specification</i>	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Knowledge of safeguarding and child protection. 2. Knowledge of Equity and Diversity. 3. Knowledge of the Children and Families Act and Short Breaks Regulations. 4. Knowledge of Disability. 5. Knowledge of the graduated response in education, Social Care and Health. 6. IT Skills. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 7. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 8. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 9. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 10.Ability to meet agreed objectives and delivery targets by the effective use of resources.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 11.Experience of working in an area of Education/Business Support or Children's Social Care. 	

<p>12. Effective communication skills, verbal and written.</p> <p>13. To have an understanding of risk.</p> <p>14. To have an ability to accurately record information in a timely manner using relevant IT systems.</p> <p>15. Ability to initiate and sustain professional links/relationships with parents/carers and colleagues both inside the organisation and externally.</p>	
<p><i>Role Dimensions</i></p> <p>16. To co-ordinate all commissioning referrals in a timely and efficient manner, ensuring effective communication with the originator of referral requests.</p> <p>17. To update and maintain the Commissioning team databases</p> <p>18. To assist the team to meet the service's core duties on a day to day basis</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date (Revised Template) 13/04/18