

# Hertfordshire County Council

## Job Outline



**JOB TITLE:** Commissioning Officer  
**GRADE:** M1  
**REPORTS TO:** Commissioning Manager  
**TEAM:** Public Health Commissioning  
**DEPARTMENT:** Public Health

### **Purpose of the Job**

- To support the Public Health service by providing an advice and guidance service in relation to Public Health contracts including contract management, procurement and strategic commissioning
- To manage contracts on behalf of subject matter leads covering portfolios including Children and Young People, Health Improvement, Drugs and Alcohol, Sexual Health, Mental Health & Inequalities, Evidence & Intelligence, Behaviour Change and Health Protection
- To manage and report on service performance, quality, safety and risk to inform future commissioning arrangements.

### **Main Areas of Responsibility**

#### **Accountabilities/Responsibilities**

- To carry out inspections and quality audits within a portfolio of Public Health contracts, and to report on this at relevant meetings
- To contribute to the development of commissioning strategies
- To monitor the effectiveness, quality and safety of commissioned services
- To deliver commissioning projects in line with strategies
- To work with other organisations, agencies and service users to develop services
- Contribute to market shaping and facilitation
- Maintain effective and positive links with operational staff to develop service solutions
- Develop and maintain strong links to the provider market
- Involve stakeholders in service development.
- To develop and follow up action plans for underperforming providers
- To deputise for the Commissioning Manager as necessary.

## **Skills/Experience**

- Experience of commissioning services/service development
- Project management qualification, skills and/or experience
- Experience of working with multiple agencies and stakeholders
- Experience of monitoring and working with providers
- Excellent communication and partnership working skills
- Ability to interpret needs and financial data.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

## **Personal Effectiveness**

- Demonstrates passion and purpose about contribution you/your team make to HCC and the Citizens of Hertfordshire
- Uses a range of communication styles to influence decisions and actions
- Identifies opportunities for co-operation and cross working amongst teams and organisation
- Identifies and breaks down barriers to effective partnership working
- Self-motivated and able to carry out tasks without supervision
- Flexible and adaptable and has a 'can do' approach
- Deals effectively with work related pressure
- Demonstrates high regard for others and acts fairly and consistently within the organisational protocols
- High degree of self-awareness
- Champions a culture that values equality and diversity into service delivery
- Demonstrates a high level of personal drive and energy.

## **Leadership**

- Demonstrates accountability for the delivery of service
- Works with stakeholders to influence change and, encourages flexibility and organisational agility
- Demonstrates a passion for delivering agreed outcomes
- Accepts responsibility for own performance and for seeking feedback
- Demonstrates an understanding of problems by identifying patterns or connections and addresses key underlying issues
- Develops and maintains productive working relationships with partners, providers and colleagues

- Sets clear standards of behaviour and performance and leads by example.

### **Working in Partnership**

- Generates energy and enthusiasm amongst team members, where team members work together to achieve shared goals, giving recognition for team and individual achievement
- Demonstrates passion and purpose about the contribution they and their team make to HCC and the citizens of Hertfordshire
- Thinks creatively of how problems can be solved with joint working
- Actively participates in cross-functional networks and groups and promotes own service within these
- Understands key external influences - political, economic, technological, social etc. and how these impact
- Quickly establishes a strong working relationship with external partners.

### **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

### **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).