JOB DESCRIPTION

Job Title	Contracts Officer Commissioning Assistant		
Service	Children's Commissioning & Performance		
Reporting to			
Grade	12		
Evaluation ref:	AU0692	**Job Family ref:**	

Role Purpose

To support Commissioning Officers within Children's Services by gathering, analysing and presenting qualitative, quantitative and financial information to inform commissioning decisions, service design and meaningful engagement with service users, providers and partners. The role contributes to the effective commissioning, contract management and performance monitoring of services, including supporting procurement, decommissioning, mobilisation and governance activity, ensuring value for money and compliance with council policies. The postholder plays an active role in developing partnership working, supporting outcome and KPI monitoring, and contributing to a strong commissioning culture across Somerset Council, while upholding equality, diversity, health and safety and organisational values in all aspects of work.

Accountabilities

Gather, produce and understand qualitative and quantitative evidence for analysis by the Commissioning Officers and support the Commissioning Officers to use it for meaningful engagement with existing and potential service users and other stakeholders. Produce and maintain relevant spreadsheets, data and information.

Understand financial data with the appropriate use of a range of qualitative and quantitative techniques available to enable the Commissioning Officers to evaluate the effectiveness or likely effectiveness of existing or alternative services. This involves using appropriate knowledge and co-production skills.

Arrange and participate in meetings to suit timelines for delivery options. Support the Commissioning Officers in defining the outcomes required, within the context of the resources available, the research and analysis of other organisations and best practice and how this could be applied within and benefit SC. Attend some partnership meetings to facilitate information exchange and help to develop partnership activity proposals and undertake preparatory work to support partnership arrangements.

Undertake contract management, under the supervision of a Commissioning Officer of contracts below £50,000 and develop a quality review regime to monitor these

contract compliance in terms of policies and procedures of the service provider and value for money.

Support Commissioning Officers with decommissioning, tender processes, contributing to the development of appropriate Service Level Agreements or Contracts, governance structures, transition plans, and the mobilisation of a service to 'go live' or de-mobilisation of a service no longer required.

Undertake activity to support the monitoring of the delivery of outcomes and Key Performance Indicators (KPIs) and identify issues as appropriate to the Commissioning Officers or Senior Commissioning Officer, if these are not met.

Support the Commissioning Officers with managing the relationship with the supplier and ensure performance data is displayed in a way that it can be presented to the supplier by the Commissioning Officers, including a KPI performance summary.

Work on assignments in other areas of Children's services, as required. Play a supportive role in developing and sustaining the 'commissioning culture' within SC and partner agencies by understanding and acquiring the skills, knowledge and practices of good commissioning and making best use of them.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of commissioning principles and the Analyse–Plan–Do–Review cycle.	X	
Knowledge of qualitative and quantitative methods for analysing service needs, outcomes and performance.	X	
Understanding of financial data and how it is used to assess service effectiveness and value for money.	X	
Knowledge of equality, diversity and inclusion principles and their application in service delivery and commissioning.	X	

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Knowledge of commissioning within Children's Services and local government.		X
Understanding of co-production approaches and stakeholder engagement methods.		X
Knowledge of contract management, KPIs and performance management frameworks.		X
Awareness of best practice and market development within public sector commissioning.		X
Experience		
Experience of gathering, analysing and presenting qualitative and quantitative data to support decision-making.	X	
Experience of maintaining spreadsheets, datasets and performance information.	X	
Experience of supporting meetings, partnership working and information exchange with internal and external stakeholders.	X	
Experience of working in a role that supports service improvement, outcomes monitoring or performance reporting.	X	
Experience of supporting commissioning, procurement, tendering or decommissioning activity.		X
Experience of contract or performance monitoring, including KPIs.		X
Experience of working within Children's Services or a commissioned services environment.		X
Experience of working across multiple workstreams or service areas to deliver agreed objectives.		X
Qualifications / Registrations / Certifications		
GCSEs (or equivalent) including English and Maths.	X	
Evidence of numeracy and literacy sufficient to analyse data and produce clear reports.	X	

Willingness to undertake relevant training to support the role.	X	
Qualification in a relevant subject such as business, finance, public administration, social care or commissioning.		X
Training or qualifications relating to commissioning, procurement or contract management.		X
Training in equality, diversity and inclusion or data analysis.		X
Skills		
Strong analytical skills, with the ability to interpret data and identify issues, trends and outcomes.	X	
Effective IT skills, including use of spreadsheets and presentation of performance information.	X	
Good communication skills, with the ability to support engagement with stakeholders and partners.	X	
Organisational skills, including the ability to manage competing priorities and meet deadlines.	X	
Skills in presenting performance and KPI information clearly for a range of audiences.		X
Ability to support supplier relationship management and performance discussions.		X
Skills in supporting commissioning culture change and continuous improvement.		X
Ability to work flexibly across different areas of Children's Services as required.		X
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		

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Corporate Accountabilities
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: