# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Commissioning and Inclusion Officer – Learning Disability

# Department: Adult Social Care and Health

# Grade: [East Sussex Single Status 11](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Strategic Commissioning Manager –Learning Disability Adult Social Care.

# Purpose of the Role:

The Commissioning and Inclusion Officer works within the Learning Disability Commissioning Team who are committed to the values of inclusion, involvement and co-production and to people with a learning disability receiving high quality, inclusive support.

The post represents the ESCC Learning Disability Partnership Board and co-ordinates the work of the Involvement Matters Team, ESCC reference group for adults with a learning disability, leading on co-production and developing the inclusion and engagement of people with a learning disability both locally and nationally.

The post plays a key role in engaging with stakeholders particularly self- advocates, Adult Social Care colleagues, care and support providers, registered providers and other agencies including the NHS. This is to support progressive co-production and to co-ordinate the nominations, allocations and management of learning disability housing schemes and services. The post will manage the referrals and allocations process for our commissioned supported living services, as well as supporting the operational management of these services including evaluation and quality assurance.

The post will also support the team in any future commissioning or de-commissioning of services which could include identifying needs, developing specifications, supporting the modelling of new services, and assisting in the tendering and contract monitoring processes.

The Commissioning and Inclusion Officer post is varied and rewarding, and is part of a small but dynamic team who are passionate about improving the outcomes for people with a learning disability. This is a managerial role with responsibility for providing support and supervision to team members.

# Key tasks:

1. Develop and lead on local and national Learning Disability engagement and influencing, representing ESCC Learning Disability Partnership Board.
2. Coordinate the work of the Involvement Matters Team.
3. Supervise the Learning Disability Information and Development Officer and supportwith the development of accessible materials.
4. Provide a single reference point for all involvement and engagement activity for people with learning disabilities in East Sussex and ensure that this is effectively co-ordinated, collated, evaluated, and responded to.
5. Support and guide officers in engagement, involvement and equality issues for people with learning disabilities and other protected characteristics.
6. Liaise with existing involvement networks locally, regionally and nationally including day services and self advocacy groups, to ensure that the views of people with learning disabilities across the county are captured.
7. Network and develop meaningful and constructive relationships with providers of learning disability services and work with partners, including statutory and voluntary agencies and districts and boroughs in order to effectively deliver partnership projects and initiatives.
8. Ensure that people with a learning disability are well prepared and supported so that they are able to participate meaningfully in the work of the Learning Disability Partnership Board and make a meaningful contribution to the development of services.
9. Manage the referrals, maintain scheme vacancy and waiting lists and coordinate the allocations of the specified Learning Disability commissioned housing schemes.
10. Coordinate the operational management of the specified Learning Disability housing schemes.
11. Act as a point of reference to provide advice and guidance on suitable adults for referral, developing referrers understanding of specified learning disability housing schemes, the eligibility criteria and the allocations decision making process.
12. Support management of the interface between a wide range of stakeholders in the delivery of learning disability housing schemes and services. Stakeholders will include tenants/Adults and their families, care and support providers, landlords, Health / NHS, locality and brokerage teams, District and Borough Councils, and others.
13. Work with operational teams to ensure the smooth and timely move of Adults into specified Learning Disability housing schemes, minimising void periods.
14. Support the Commissioning Manager in any future commissioning of new or de-commissioning of services, which could include:
* Identifying needs, and assisting to develop specifications.
* Market analysis.
* Soft market testing.
* Tendering and contract monitoring processes, ensuring the inclusion of people with learning disabilities
* Supporting the modelling and piloting of new service developments.
* Participating in the competitive award and mobilisation of services.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Communication skills with the ability to produce detailed written reports on technical matters for a broad audience, using interpersonal, presentation and group facilitation skills.
* Administration and computer skills, in particular Word, Excel and PowerPoint
* Ability to self-manage and prioritise workload using time management, organsiational and planning skills
* Ability to build and maintain effective partnerships and working relationships with a diversity of individuals and groups
* Knowledge and understanding of the needs of people with learning disabilities and their carers
* Understanding of and commitment to the key principles, and the value of, Co-Production and it’s role in the empowerment of people with a learning disability.
* Knowledge of Valuing People, Building the right support and awareness of other key areas of national policy relating to people with learning disabilities
* Working knowledge of: Supported Housing, registered landlords, housing management and operational oversight
* Knowledge and experience of implementing person centred approaches
* Knowledge of equal opportunities and understanding of how it applies to the role
* Experience of supporting people with learning disabilities and their carers
* Experience of presenting information to a diverse audience in an accessible way
* Experience of working with and/or within supported housing schemes.
* Experience of service evaluation/quality assurance
* You will need to possess a full driving licence, have access to a car, or be able to clearly demonstrate how you will meet the travelling requirements of the post

**Document version control:**

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Name of person created/amended document: Jeanette Gallivan-Young

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |