

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Commissioning Officer

REPORTS TO: Commissioning Manager

DEPARTMENT: Adult Social Care

SECTION: Commissioning Team

PURPOSE OF JOB

The purpose of the job is to carry out tasks necessary for commissioning and contract management of housing-related support and homelessness services. The postholder is responsible for monitoring and managing contracts and developing commissioning recommendations to implement change as reflected in relevant commissioning strategies.

The postholder is responsible for effective consultation and jointworking with all stakeholders, undertaking appropriate needs assessments and developing commissioning recommendations to inform commissioning strategies. The postholder is responsible for monitoring the performance and quality of housing-related support and homelessness services against contracts for services and taking appropriate action to ensure contractual, performance and quality requirements as set out in contracts are met.

PRINCIPAL ACCOUNTABILITIES

1. To manage and administer housing-related support and homelessness contract process including commissioning, accreditation, tendering and negotiation in accordance with appropriate grant conditions, financial regulations and standing orders.
2. To monitor the performance of housing-related support and homelessness contracts ensuring compliance to the contract and to ensure appropriate standards for quality, performance, value for money and strategic relevance are met.
3. To establish improvement and action plans with providers and to take necessary steps to address issues of poor performance, quality, Value For Money and to resolve disputes.

4. To review housing-related support and homelessness contracts in accordance with the principles of Best Value and Value For Money frameworks and toolkits.
5. To ensure that the views of service users are taken into consideration during contract reviews.
6. To provide advice, guidance and training for providers on the conditions and expectations of the contract and best practice.
7. To contribute to commissioning strategy reviews and development of new commissioning strategies for housing-related support and homelessness services through effective consultation with stakeholders, assessment and mapping of needs and drafting commissioning recommendations.
8. To contribute to and work in partnership with relevant stakeholder and strategic working groups and forums.
9. To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace.
10. To liaise with other local authorities over the provision of cross-authority housing-related and homelessness support services and attend forums and meetings as necessary.
11. To assist and participate in training and job development programmes of the department.
12. You must be prepared to implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council's Equalities Policy.
13. You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Commissioning Officer

DEPARTMENT: Adult Social Care Commissioning Unit

SECTION: Commissioning Team

CRITERIA	ESSENTIAL CRITERIA
Job Related Knowledge, Skills and Abilities	<ul style="list-style-type: none">• In-depth knowledge and understanding of housing-related support and homelessness provision• Knowledge and understanding of personal care and health care provision.• Knowledge and understanding of statutory and voluntary sectors.• Ability to prioritise workload and work to deadlines within tight timescales.• Excellent verbal and written communication skills.• Ability to assist organisations and other staff to implement change.

	<ul style="list-style-type: none"> • Good problem solving and decision-making skills. • Good negotiation skills • Ability to use a range of IT software packages, and to make recommendations for the development of software. • A good understanding of the internal working environment of local government
Experience	<ul style="list-style-type: none"> • Experience of working in a housing, community care or health care environment. • Experience of consultation with stakeholders. • Experiencing of partnership working. • Experience of implementing procedures. • Experience of planning, managing and completing projects • Experience of contract monitoring
Education Qualifications	<ul style="list-style-type: none"> • Relevant experience or educated to degree level with a professional qualification in a housing, social care or health related area.
Equal Opportunities	<ul style="list-style-type: none"> • Awareness of and commitment to anti-discriminatory practices