



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Commissioning Officer
Grade:	GSO1
Directorate:	Law & Governance
Department:	Commissioning
Responsible to:	Head of Commissioning

Purpose of the role

To work across the Council to support the development and commissioning of services which meet the needs of Rutland residents and represent value for money and the best use of the Council resources.

Main Responsibilities

- To support the effective commissioning of services across the Council, actively contributing to the design and development of quality services which improve outcomes for Rutland residents, users and meet their needs, ensuring services reflect recognised best practice, and adapt to changing requirements.
- To support the directorates to deliver their strategic commissioning priorities and agreed outcomes.
- To undertake decommissioning, redesign and commissioning of services, with the support of senior members of the team, as appropriate.
- To contribute to the drafting of key documents such as Needs Assessments and Market Position Statements and undertake consultation on those documents, working across the Council and other partners to ensure the full implications are taken into account.
- To support market management through engagement with local communities and providers in both the independent and voluntary sectors in order to align the market with the aspirations of service users and their families/carers.
- To monitor market conditions and market intelligence in order to maintain up-to-date and relevant knowledge through the development of a wide network of contacts and information sources.
- To work jointly with the Business Intelligence Team to analyse information and intelligence to inform commissioning of services to meet the needs of Rutland residents.



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- To undertake service user and carer/families' engagement, making use of the feedback to identify service gaps, unmet needs, and positive aspects of service delivery and thereby support strategic reviews of commissioned services.
- To support the design of new and creative service delivery models to meet service users' needs and to maximise value for money for the Council, ensuring that the design and commissioning of all services meets relevant statutory requirements, including safeguarding.
- To provide technical expertise and guidance to operational staff and senior managers on all aspects of commissioning activity as required, in line with the Council's objectives and priorities, the Council's Standing Orders, and legislative requirements.
- To prepare documentation, advise on draft specifications, and support evaluation processes, determining the selection of appropriate suppliers and contractors to promote good procurement practice with due regard to quality, sustainability and value for money and in line with statutory and legislative requirements.
- Support contract managers/budget managers in formal contract improvement requirements, supporting senior members of the team to de-commission and terminate contracts as appropriate, supporting operational teams to contingency plan and ensuring business continuity to mitigate risk to the Council.
- To maintain up to date knowledge of legislation, policy guidance and best practice sharing it across the team so that it may be incorporated into directorates' commissioning activity and contracts, and raising awareness of changes with providers and internal stakeholders.
- To represent or deputise for senior members of the team as required.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



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- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes

Work proactively across directorates in undertaking commissioning activity.

Demonstrate an understanding and empathetic approach to the needs of service users and a commitment to the delivery of quality services.

Be proactive and accountable for delivery of the service, actively support new initiatives and try different ways of doing things.

Understand and be sensitive to organisational culture and politics across Rutland County Council, and in external organisations including providers.

Be confident, assertive and challenge appropriately to support change within internal and externally commissioned services, and flexible and adaptable to meet provider, service user, and internal needs.

Demonstrate good attention to detail.

Build and manage positive working relationships, share knowledge and skills to deliver shared goals.

Contribute to the continuous development of the team to ensure it meets changing needs externally and internally, and operates within relevant statutory guidance.

Dimensions

No responsibility for staff.

No direct budget responsibility.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
NVQ level 3(or equivalent) relevant qualification or have equivalent relevant experience in health and/or social care commissioning or procurement.	A, D, I

Desirable	Method of Assessment *
Relevant professional qualification, or substantial relevant training in a commissioning or related discipline.	A, D, I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of commissioning services and service development working in a relevant business environment within a medium size and /or complex organisation.	A, I
Knowledge of current UK and EU legislation and policy relevant to the commissioning of local authority services.	A, I
Experience of managing and implementing change to service models and delivery.	A, I
Proven track record of managing a varied workload, completing projects and tasks on time and within set parameters.	A, I
Ability to work within policy and legislative frameworks.	A, I
Experience of providing advice and guidance to internal and external stakeholders.	A, I

Desirable	
Experience of commissioning services for vulnerable individuals	A, I
Experience of procurement, contract drafting and contract monitoring.	A, I



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SKILLS

Essential	Method of Assessment *
Proven ability to utilise communication and analytical skills to produce written and verbal reports on complex subjects to a high standard and with attention to detail for a range of audiences.	A, I
Excellent organisational skills and ability to work under pressure and meet deadlines.	A, I
Ability to work on own initiative and without close day to day supervision.	A, I
Highly motivated and committed to the values and priorities of the Council.	A, I
Ability to liaise and negotiate with a wide range of stakeholders, including Members, providers, service users, and members of the public.	A, I
Ability to make effective use of IT, including word processing, spreadsheet, database and electronic communications	A, I
Ability to recognise risks associated with commissioning activities and to work with colleagues to mitigate as appropriate	A, I
Ability to consult and/or communicate with vulnerable individuals, families and or children and young people	A, I
Analytical and problem solving skills, and attention to detail.	A, I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



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OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	I
Willingness and ability to visit other sites as and when required.	I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
May 2018	New Job Description	Karen Kibblewhite, Head of Commissioning
July 2023	Amended to new Directorate	Karen Kibblewhite, Head of Commissioning
March 2026	New template	Karen Kibblewhite, Head of Commissioning