

JOB DESCRIPTION

Job Title: Commissioning Officer		Ref No:	JE Ref: G327
Department: Strategic Planning and Commissioning		Band: 9	Location: Dumfries
Responsible To:	Contracts Manager, Contracts Team, Strategic Planning and Commissioning		
Responsible For:	N/A		
Job Purpose:	To support the development, improvement and monitoring of adult health and social care commissioned services in close liaison and consultation with the service provider partners, people who require care and support, Carers and colleagues in the Council, NHS Dumfries & Galloway, Dumfries & Galloway Health and Social Care Partnership, voluntary organisations, Scottish Executive and other agencies.		
Main Responsibilities:	• To manage the contracting and monitoring for a range of adult health and social care commissioned services, collaboratively with Strategic Planning & Commissioning colleagues and service provider partners, as directed by line manager. • To support service development and improvements, sharing best practice and working collaboratively with Strategic Planning & Commissioning colleagues, provider partners and other stakeholders, as directed by line manager.		
Job Activities:	• To provide contract monitoring and evaluation of a number and range of commissioned services. • To develop and maintain strong partnership links with a range of organisations across voluntary, statutory and independent sectors. • To establish, develop and maintain good and effective working relationships with commissioned services. • To record, collate and analyse information from contract monitoring activities. • Prepare reports and documents for consideration by management teams. • To co-ordinate and assist in the involvement of voluntary and independent organisations, people who require care and support, Carers and other stakeholders in the planning, development and monitoring of commissioned health and social care services in line with the policies of the Council. • To maintain informal communication links with colleagues in other local authorities, relevant organisations and Scottish Executive to ensure sharing of information on best practice. • To promote joint working between Council, NHS and other stakeholders and agencies and to be responsible for a range of projects across a number of client groups in support of Commissioning Managers and Contracts Manager.		

Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Peggy Taylor	Date: January 2022

Jan 2012 //HR