

PERSON SPECIFICATION

Post Title	Commissioning Officer	Band	9	Job Evaluation Reference	G327
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Only asking for qualifications as an essential criteria can be done if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Educated to SCQF Level 9 in Health / Social Care or equivalent knowledge/experience				✓	
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Significant experience of partnership working including working collaboratively with the Public, Third and Independent sectors				✓	
Communicating complex information clearly and in a format appropriate to the audience				✓	
Supporting colleagues or partners to manage change and improve service delivery				✓	
Understanding of commissioning, contract and monitoring processes					✓
Current relevant social work legislation, guidance and policy				✓	
Key issues faced by social care groups				✓	
Equal Opportunities issues and good practice in Equality and Diversity				✓	
Project Management and critical appraisal knowledge					✓
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Gather, analyse and interpret data from several sources				✓	
Use management information to monitor and report performance				✓	
Skilled in the use of information and communication technology, including full suite of Microsoft Office products, with ability to utilise corporate systems to provide/obtain/analyse information and data				✓	

Report writing and numeracy	✓	
Understanding of agency agendas and how they correlate	✓	
Good personal organisation skills and time management	✓	
Flexible in approach to work to meet changing service delivery needs, deadlines and urgent priorities	✓	
Use initiative to solve problems and raise potential issues	✓	
Undertake service reviews and develop budgetary and contracting processes		✓
4. PERSONALITY FACTORS	Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Strong interpersonal and communication skills	✓	
Ability to work in complex and dynamic environments	✓	
Ability to communicate effectively with people at all levels	✓	
Effective team player	✓	
Commitment to deliver quality service	✓	
Ability to work on own initiative	✓	
Ability to meet deadlines and targets effectively and efficiently	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Travel across the region to carry out duties as required	✓	
Ability to travel & have access to a vehicle/transport	✓	
Flexibility in hours as required	✓	
Ability to manage conflicting immediate demands and long term work priorities	✓	
Commitment towards continuous professional development		✓
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: - Strengthen – our Communities - Understand – our children's needs - Protect – our vulnerable people - Promote – equality and diversity - Open and transparent – at all times - Respect – our environment - Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.