Recruitment Pack



EAST RENFREWSHIRE COUNCIL

COMMISSIONING & MARKET SHAPING OFFICER

ERN06635

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.

ADVERTISEMENT

DEPARTMENT:	Health and Social Care Partnership
JOB TITLE:	Commissioning and Market Shaping Officer
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	12
HOURLY RATE:	£29.14 - £30.95
ANNUAL SALARY:	£53,177 - £56,480
HOURS PER WEEK:	35
LOCATION:	Eastwood Health & Care Centre

We are looking for a creative and enthusiastic individual who will build on our long history of creativity and collaborative commissioning. Market shaping is a key element of our Recovery and Renewal programme and strong partnership working within the HSCP and with our third and independent sector and our communities is fundamental to our future.

You will have experience of working within a commissioning and contract management environment, be a self-starter and able to work effectively as a part of a small team providing support across the HSCP. Ideally you will have experience and understanding of the complex environment of integrated health and social care services.

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You will need to be flexible in approach and quickly adapt to change, reacting to the dynamic environment we are operating within.

This post is subject to a Level 2 Disclosure Check.

For details of our employment policies and terms and conditions, please visit our Council Careers page https://eastrenfrewshire.gov.uk/careers

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website https://www.workeastren.co.uk/

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 29 November 2026

Shortleet date: **TBC**

Interview date: **TBC**

If you would like an informal discussion about the post, please contact Margaret Phelps, Commissioning & Market Shaping Officer, on Margaret.Phelps@eastrenfrewshire.gov.uk (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Health and Social Care Partnership
Division/Section:	Finance and Resources
Job Title:	Commissioning and Market Shaping Officer
Responsible to:	Strategic Planning Performance and Commissioning Manager
Grade:	Grade 12
Purpose of the Role:	Lead the overall market management of specific locality and agreed thematic areas. Lead the development and implementation of market shaping plans including supporting creative and innovative approaches alongside evidence based models of care. Lead the delivery of commissioning activity locality and thematic areas in partnership with all key stakeholders, within the available budget envelope. Lead market engagement, market development and workforce development activity for all providers in a specific area

Responsibilities

- Responsible for developing locality market development priorities and accountable for delivery of actions within locality plan.
- Ensure that commissioning strategies for the thematic areas are based on operational commissioning intelligence and evidence of best practice working closely with the relevant senior manager and team to ensure all plans are based on market capability.
- Manage the end-to-end commissioning cycle from analysis through to implementation.
- Ensure effective working relationships and act as an ambassador and advocate with external organisations.
- Work with partners to design, implement and manage projects that will improve the range of services available whilst ensuring that services developed, commissioned or procured are cost effective, efficient and designed to deliver good outcomes.

- Offer technical guidance and support to the market, including both existing and new suppliers; Act in a capacity building capacity to ensure the market can deliver the outcomes identified through the locality and thematic commissioning process.
- Undertake specific development work with providers in their locality and thematic area to support the development of quality, and/or to support providers to engage better with the locality and community planning partners.
- To lead market engagement work with providers in their area, including supporting co-production and ensuring users, carers and other interested stakeholders are engaged with and service design work.
- Take a lead on workforce development in the market, working closely with wider colleagues across the partnership to develop and deliver a workforce development plan and specific interventions.
- Lead the development and delivery of an annual implementation plan for an agreed areas.
- Co-ordinate the analysis/evaluation of services to support future commissioning intentions.
- Lead all commissioning and market development activity for the thematic area. This will include:
- market engagement/warming activity,
- managing the decommissioning process where required,
- managing the mobilisation of new services (and managing provider performance against the spec during this mobilisation period)
- user consultation and engagement, specific to their thematic area
- Develop and deliver project plans to ensure key work streams are delivered as planned and escalating any identified risk to delivery.
- In conjunction with the Locality Manager (or equivalent), input into the development and review of service specifications and contractual T&Cs for the thematic area.
- Undertake activity ‘outside’ of the thematic area to support the business needs of the service or where the activity is ‘cross-cutting across one or more of the thematic areas.
- To manage the workload and provide supervision to the Contract Monitoring Officer
- Responsible for People Management including managing team performance and providing feedback. Managing sickness absence in line with policy and support team wellbeing. Holding regular one-to-one meetings to guide and address concerns. Support learning and development of team members.
- Represent the HSCP in regional and national commissioning and market shaping networks and groupings, ensuring best-practice and information is shared and utilised appropriately in developing and delivering commissioning activity.
- Ensure commissioned services have a clear outcomes framework, which they are monitored against and work closely with provider services to agree and ensure the delivery of appropriate person-centred outcomes.
- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- Carry out duties with due regard to the council’s customer care, equal opportunities, information governance, data protection and health and safety policies and procedures.

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- Undertake any other duties commensurate with the general level of responsibility of this post.
- Deputise for Manager as required

PERSON SPECIFICATION

POST OF:	**Commissioning & Market Shaping Officer**	**DEPARTMENT:**	**HSCP**
GRADE:	**12**	**SERVICE:**	**Commissioning & Planning**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Professional/ Educational Qualifications or Equivalent Work Experience	• Educated to degree level in a health/ social care related field or equivalent. • Evidence of significant and relevant Continuing Professional Development (CPD) • Thorough knowledge of the principles of and cycle of commissioning • Excellent understanding of project management methodologies and the ability to apply them effectively • Sound understanding of the policy and operating environment of health, social care, regulated services, and the community and voluntary sectors	• Comprehensive knowledge and understanding of procurement regulations within the public sector, including EU regulations
Relevant Work/Other Experience/Skills	• Experience of working in development, commissioning, contracting or contract monitoring of care and support services within a similar organisation • Developing joint commissioning strategies and evidence of leading on commissioning activity, including commissioning for outcomes • Joint planning/partnership working, including coproduction and design • Developing innovative service models for people with a range of abilities • Joint working with legal /procurement on social care issues	• Preparing reports relating to commissioning or procurement activity for submission to Senior Management, Members and Strategic Planning Group/IJB as appropriate

	• Undertaking service reviews including budget management and monitoring and ensuring budgets remain within the allocated resources • Commissioning in an integrated health and social care environment • Working with/in assessment and care management Report writing and presentation skills • Service specification writing and writing tender documentation • Build honest, respectful and fair relationships based on dialogue and transparency • Build a rapport with partners (statutory, voluntary, service users and customers) to find solutions that make a difference • Contractor performance & management • Take individual responsibility, but work as one team to manage risks and create seamless services • Ability to use creativity in problem solving difficult issues or situations • Recognise potential and actual abuse (of any kind to an adult or a child) and respond effectively.	
Personal Qualities/ Behaviours	• Demonstrates enthusiasm and flexibility • Demonstrates honesty and integrity • Demonstrates commitment to personalisation and self-directed support within and integrated health and social care landscape	
People Management	• Leadership and management skills including excellent communicating and influencing skills • Manage people, performance and budgets	
Leadership Competencies	• Leads with Purpose: Leaders demonstrate integrity and align the work they are responsible for with our organisational goals, culture and values. They behave with professionalism, following up on	

	commitments and using their expertise to maximise positive outcomes. • Grows Self and Others: Leaders live by our values to empower others, support growth, and celebrate contributions, building a stronger organisation for the future. They develop talent, build confidence, and foster a culture of continuous learning and innovation for themselves and others. • Nurtures Partnerships: Leaders build meaningful relationships based on trust and respectful communication. They lead with a 'One Council, One Team' mindset to achieve shared goals across teams, services and our community.	