

**Directorate:** Strategic and Corporate Services  
**Unit/Section:** Strategic Commissioning  
**Grade:** KR11  
**Responsible to:** Senior Commissioner

**Purpose of the Job:**

The postholder will be responsible for the professional delivery of all commissioning activities within the commissioning cycle, to deliver the County Council's strategic objectives. They will play a key role in ensuring that the local authority commissions services that are evidence based and provide value for money via an agreed commissioning plan that meets the needs of the citizens in Kent.

They will ensure continuous improvement in processes, policies and practice and work closely with Senior Commissioning Managers and supporting the Senior Commissioners for an agreed portfolio of work.

**Main duties and responsibilities:**

- Implement Commercial Category Plans, deliver end to end Procurement exercises, Commercial and Contract Management, and Supplier Relationship Management Plans to deliver processes as agreed with the Senior Commissioner / Senior Commissioning Manager for one of KCC's strategic outcomes.
- Organise and deliver market engagement activities with colleagues across the organisation and with partners. In doing so, utilise any new technology and innovation, such as digital marketplaces, to support delivery and improve procurement or supply chain performance. Through horizon scanning, build relationships with current and new suppliers across the public private and community sector.
- Develop excellent understanding of the operational processes in the supply chain, to ensure the County Council specifies appropriate outcomes and capacity within services. Work collaboratively with providers and the analytical function to inform and ensure the effective forecasting of demand.
- Organise and deliver effective commercial and contract management to ensure operational and commercial processes are aligned in order to drive best value and exploit opportunities to improve outcomes and drive efficiencies. Develop and utilise a range of contractual levers which ensure a focus on quality, activity and financial performance. Ensure effective coordination of commissioned services to support KCC's statutory responsibilities.

- Explore innovative opportunities for income generation or pooling of resource to support the delivery of outcomes within the portfolio, including developing excellent partnerships across all sectors.
- Engage with the Commercial Team to ensure the delivery of compliant procurement process and seek expert advice as required to ensure procurement model best meets commissioning needs and to understand improvements to procurement or supply chain performance.
- Work alongside the Commissioning Support function to ensure key processes are followed and service priorities met.
- Ensure up to date understanding of all relevant policy requirements relating to the portfolio and KCC Corporate Priorities.
- Commit to continuous professional development.

Footnote: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Commissioner*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ 5 or equivalent or degree level qualification.</li> <li>Relevant professional qualification and membership of a professional body.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within a partnership/multi-agency setting.</li> <li>Experience of working in a politically sensitive setting.</li> <li>Project management experience.</li> <li>Experience of Commissioning and / or Procurement</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Strong influencing and negotiation skills in complex customer and supplier environments.</li> <li>Excellent business acumen skills in commercial policy, delivery and operations.</li> <li>Strong strategy and policy development skills, including from a commercial perspective.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Expert knowledge of the relevant professional areas.</li> <li>In depth service know-how.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <p><b>Invite Contribution and Challenge</b></p> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li><b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li><b>We are curious to innovate and improve</b></li> <li><b>We are compassionate, understanding and respectful to all</b></li> <li><b>We are strong together by sharing knowledge</b></li> <li><b>We are all responsible for the difference we make</b></li> </ul>

## COMPETENCIES, SUPPORTING SKILLS AND BEHAVIOURS SPECIFIC TO ROLES WITHIN THE COMMISSIONING FUNCTION

COMPETENCY	SUPPORTING SKILLS	BEHAVIOURS
Analytical	Understanding qualitative and quantitative data Horizon scanning Evidence based decision making Information gathering and research skills Communication Skills to address needs of stakeholders Presentation and influencing skills	<b>OPEN</b> Culture shift – changing things – business focussed Value for money thinking Innovative thinking Risk managers Managing expectations Political awareness of unpopular decisions Honesty/bravery Solutions focussed  <b>INVITE CONTRIBUTION &amp; CHALLENGE</b> Co-production Collaborative Competition Working together Information Sharer Integrated thinkers  <b>ACCOUNTABLE</b> Professionalism Seeking constant improvement Quick response in relation to delivery Acting as a commercial business Innovator Capacity builder Creative
Collaboration	Stakeholder mapping and engagement Relationship management Data sharing and knowledge management Communication skills	
Specification & Measuring Outcomes	Writing quality specifications Defining outcomes Consideration of Alternative Service Delivery Models Social Value and Local Value Incorporating Health & Safety Standards in accordance with relevant legislation	
Financial Management	Private sector mind set Commerciality and business acumen Financial planning and forecasting Business case modelling skills Financial governance skills	
Project Management	Project planning and change management skills including: Scoping Business Case Stakeholder analysis and engagement Resource allocation Motivation and managing the project team	
Leadership	Shares and communicates the vision Engage with the organisation as a whole and influence strategic decisions Problem solving Political Awareness Risk management Innovation and Creativity Inspirational presenter Creates an environment that works to individual strengths to achieve outstanding results	
Evaluation	Ability to determine measurement	

	vehicles Able to review and evaluate Knowing when outcomes have been met Lessons learned	
Performance Management	Sets clear well defined performance outcomes and tracks progress Holds self and others accountable Seeks performance feedback feed back	
Decommissioning	Able to identify when de commissioning should be used Ability to present evidence based decisions on de commissioning	