Kent County Council

Job Description: Commissioning and Commercial Assistant

Directorate: Strategic and Corporate Services

Unit/Section: Strategic Commissioning

Grade: KR7

Responsible to: Business Planning and Resource Allocation Manager

Purpose of the Job:

Support delivery of all aspects of the commissioning cycle within a specified portfolio. This will include tasks relating to development of a market of provision, supporting procurement processes and systems, preparation and delivery for commercial and contract management and organising data to monitor and evaluate the effectiveness of services.

Main duties and responsibilities:

- Participate as a key player in the delivery of all aspects of the commissioning cycle as directed by the commissioner for a portfolio of work contributing to the delivery of one of KCC's Strategic Outcomes.
- Provide support to the implementation of effective procurement strategies, ensuring compliance with legislation and contract regulations. Support the preparation, coordination and monitoring of documentation relating to the tender process. Maintain an accurate database of service provision, including the contracts register, for the portfolio.
- Explore the commercial and financial viability of differing sourcing options including compliance with related quality standards as required by CQC/Ofsted. Support the Commissioner/ Senior Commissioner with the identification of appropriate and diverse range of suppliers in order to achieve efficiency and 'best value'
- Enhance innovative use of information and ensure communication between suppliers and key KCC stakeholders, including the development of communication plans, raising awareness of respective business strategies and facilitating as the single point of contact any new opportunities. Develop networking opportunities and collaboration with other organisations' and authorities to encourage sharing of best practice and knowledge.
- Plan, co-ordinate and arrange monitoring and quality inspection and review visits, supporting the Commissioner/ Senior Commissioner with more complex visits and taking sole responsibility for less complex visits/ follow on visits.

- Support the implementation of effective contract reviews, in liaison with the Commissioner/ Senior Commissioner, analysing category information and review data in order to inform the commissioning cycle. Support the Commissioner/ Senior Commissioner with the implementation of appropriate frameworks in line with measurable efficiency targets and Key Performance Indicators, in order to provide effective monitoring and inform senior managers of issues surrounding provider performance
- Ensure a pro-active, continuous/ service improvement approach to all aspects of the commissioning cycle including capturing 'lessons learnt' for future improvements to the process and feeding this into the commissioning standards governance process.

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

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.

	ODITED!A
	CRITERIA
QUALIFICATIONS	NVQ Level 3 (or equivalent) in Business or
	Management
	Demonstrable commitment to personal and professional development
EVDEDIENCE	professional development
EXPERIENCE	Experience of maintaining spreadsheets and manipulating data
	manipulating data
	Experience of Commissioning processes Experience of working within a multi-discipline and
	 Experience of working within a multi-discipline and agency environment in order to develop workable
	processes
SKILLS AND	Excellent IT skills with a working knowledge of
ABILITIES	Microsoft Office packages particularly Word, Excel
7.2.22	and PowerPoint
	 Ability to prioritise work to meet required deadlines.
	Excellent interpersonal skills and communication
	skills; must be able to communicate effectively at all
	levels
	 Ability to work on own initiative and as part of a team
	to produce required end results
	 Ability to apply knowledge to help resolve complex
	and sensitive issues and communicate these
	solutions effectively
	 Ability and willingness to travel to meet requirements when necessary
KNOWLEDGE	Knowledge and understanding of spreadsheets and
KNOWEEDGE	database packages
	Knowledge of project management
	Working knowledge of data protection and freedom
	of information legislation
	Understanding of use of statistical data
	benchmarking and use of performance indicators
	Thorough knowledge and expertise in the use of ICT
BEHAVIOURS AND KENT VALUES	Kent Values:
	Open
	Invite Contribution and Challenge
	Accountable

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

Analytical Understanding qualitative and quantitative date Horizon scanning Evidence based decision making Information gathering and research skills Communication Skills to address needs of stakeholders Presentation and influencing skills Risk managers Collaboration Stakeholder mapping and engagement Relationship management Data sharing and knowledge management Communication skills Specification & 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 Private sector mind set Commerciality and business acumen Financial planning and forecasting Business case modelling skills Financial planning and forecasting Business case modelling skills Financial governance skills Project Management Project 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	COMPETENCY	SUPPORTING SKILLS	BEHAVIOURS
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outstanding results		individual strengths to achieve	
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	vehicles
	Able to review and evaluate
	Knowing when outcomes have been
	met
	Lessons learned
Performance	Sets clear well defined performance
Management	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