

# Kent County Council

Job Description: *Trainee Commissioner*

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<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section:</b>	<b>Strategic Commissioning</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Commissioner</b>

## **Purpose of the Job:**

To learn about, monitor and review activity relating to specific activities within the commissioning cycle. To provide support to Commissioners in ensuring that the local authority commissions services via an agreed commissioning plan, that is both evidence based, provides value for money and meets the needs of Kent residents.

Supporting continuous improvement in the development of processes, policies and practice through working closely with Commissioners and supporting an agreed portfolio of work.

## **Main duties and responsibilities:**

- Support Commissioners 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 Kent County Council's Strategic Outcomes.
- Contribute to the development of commissioning plans by undertaking research, data collation, analysis and evaluation. Work collaboratively with providers and the analytical function of Commissioning to inform and ensure the effective forecasting of demand.
- Maintain regular and effective communication with colleagues at all levels from Commissioning and Public Health, as well as with partners external to Kent County Council (KCC). Lead projects and act as key contact with a number of providers commissioned by KCC that relate to your areas of responsibility.
- Support Commissioners to organise and deliver market engagement activities with colleagues across KCC and with partners. Establish opportunities to broaden and diversify engagement and participation opportunities and facilitate ongoing engagement groups.
- Develop a good understanding of the operational processes in the supply chain, to ensure appropriate outcomes and capacity within services is specified.

- Work with Commissioners to 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.
- Support Commissioners to 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
- Aid Commissioners in exploring 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.
- Maintain effective and efficient monitoring and control systems, including a comprehensive recording system. Work alongside the Commissioning Support and Procurement colleagues to ensure key processes are followed and service priorities are met; being proactive in ensuring that issues that arise are resolved in a timely manner.
- Ensure up to date understanding of all relevant policy requirements relating to the portfolio and KCC corporate priorities. Commit to continuous professional development to progress towards the role of Commissioner.

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.

Kent County Council

Person Specification: *Trainee 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ 4 or equivalent or degree level qualification.</li> <li>• Willing to complete within two years, the Kent Manager standard.</li> <li>• Commitment to personal and professional development.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working within a partnership/multiagency setting.</li> <li>• Awareness of working in a politically sensitive environment.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills to establish a positive relationship with a wide variety of stakeholders, in line with the KCC's responsibilities under the Fluency Duty.</li> <li>• Flexible and well organised with excellent time management skills, able to balance a range of competing priorities autonomously to deliver work to a high standard and to tight deadlines.</li> <li>• Good business acumen skills in commercial policy, delivery and operations.</li> <li>• Written and numeracy skills to be able to compile records and reports.</li> <li>• Excellent IT skills and competencies in Microsoft Office packages.</li> <li>• The ability to demonstrate clear and logical thinking when assessing challenges and risk, using a problem solving approach.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the business.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding the use of statistical data and use of performance indicators.</li> <li>• Good knowledge of the relevant professional areas.</li> <li>• Demonstrable understanding of legislative and regulatory framework relevant to Commissioning and Public Health.</li> <li>• Good knowledge and understanding of Corporate and Directorate policies and procedures.</li> </ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b>  Open  Invite Contribution and Challenge  Accountable
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**COMPETENCIES, SUPPORTING SKILLS & 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
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	<b>ACCOUNTABLE</b> Professionalism Seeking constant improvement Quick response in relation to delivery Acting as a commercial
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	business Innovator Capacity builder Creative
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	