Kent County Council

Job Description: *Commissioning Assistant*

Directorate: **ASCH**

Unit/Section: **Adults Commissioning and Partnerships**

Grade: **KSE**

Responsible to: **Senior Commissioning Manager**

Purpose of the Job:

To support the commissioning team in delivering high-quality services by leading delivery of all elements across the commissioning cycle, including needs assessment, service design, procurement, and contract management for a range of services or contracts which are low in risk, value, and/or complexity. Ensuring that the local authority commissions services that meet the needs of people in Kent, provide high quality support and deliver value for money.

Main duties and responsibilities:

- Support on a range of services or contracts and lead on work which is low in risk, value and/or complexity in the delivery of all aspects of the commissioning cycle, ensuring compliance with terms and conditions and delivery of Kent County Council's (KCC) Strategic Outcomes.
- Deliver effective commissioning support and contract management, focusing on quality, activity and financial performance in order to drive best value, efficiencies and improve outcomes. Ensure effective coordination of commissioned services to support KCC's statutory responsibilities.
- Administer low value contracts in partnership with the Commissioning and Partnerships Division. Ensuring all activity is in line with Kent County Council strategies and policies.
- Develop a good understanding of the operational processes in the supply chain to ensure that appropriate outcomes and capacity within services is specified.
- Support with service redesign initiatives, stakeholder involvement and engagement to improve outcomes and experience, including establishing opportunities to broaden and diversify participation opportunities and facilitate ongoing engagement groups including communities and people with lived experience.
- Work collaboratively to contribute to the development of commissioning plans by undertaking research, data collation, analysis and evaluation, including

developing project data collection to inform and ensure the effective forecasting of demand.

- Provide administrative and analytical support to the commissioning team, including preparing reports, presentations, and updates for senior management, maintaining effective and efficient recording, monitoring and control systems throughout the administration of contracts.
- Maintain regular and effective communication with colleagues at all levels from Commissioning, Commercial and Procurement division and the Operational Directorate, as well as with partners external to KCC.

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

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Person Specification: *Commissioning Assistant*

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
QUALIFICATIONS	NVQ 4 or equivalent or degree level qualification. Commitment to personal and professional development.
EXPERIENCE	Experience of working within a partnership/multi-agency setting with an awareness of current policies, political priorities, and the interests of various stakeholders. Awareness of working in a politically sensitive environment, recognising the impact on decision-making processes, need to be flexible and adaptable in response to changing political climates and priorities. Proven experience in managing and coordinating projects, including planning, implementation, and monitoring progress. Experience in managing and analysing data and maintaining databases and spreadsheets.
SKILLS AND ABILITIES	Strong interpersonal skills to support building and maintaining positive relationships with a wide variety of stakeholders. Good business acumen skills. Excellent communication skills including written, verbal, numeracy and competent IT skills in Microsoft Office

	packages. Attention to detail in reporting. Excellent organisational skills, ability to handle multiple tasks and meet deadlines effectively. Ability to collect, interpret and analyse data from various sources including the use of performance indicators. Able to demonstrate clear and logical thinking in assessing challenges and risk using a problem-solving approach.
KNOWLEDGE	Good understanding of the commissioning process and related regulations, including those legislating the delivery of social care services to the relevant client group.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all

	Working Together - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making