

# Kent County Council

## Job Description: *Commissioner*

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<b>Directorate:</b>	<b>Chief Executive's Depart</b>
<b>Unit/Section:</b>	<b>Adults/Childrens/Integrated Commissioning Team</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Senior Commissioner</b>

### **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 the Senior Commissioners and the Commercial Team for an agreed portfolio of work.

### **Main duties and responsibilities:**

- Contribute to the development and delivery of commissioning strategies, in order to provide a single point of accountability in respect of the effective delivery of services across a designated portfolio of service areas, in accordance with corporate and service objectives.
- Organise and deliver market engagement activities with colleagues across KCC and with partners. In doing so, utilise any new technology and innovation, such as digital marketplaces, to support delivery.
- Through horizon scanning, build relationships with current and new suppliers across the public private and community sector and work collaboratively with providers and the Analytical function to inform and ensure the effective forecasting of demand.
- Organise and deliver effective 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.
- Undertake effective engagement with operational service teams, the Commercial team and other directorates of KCC, in relation to the requirements of services in order to support the achievement of the best possible outcomes for the population of Kent.
- Promote partnership working with other agencies and authorities, contributing to the development of joint policies and practices in order to ensure value for money, improved service quality and reduced risk through the integration of commissioning activities.
- Work alongside the Commercial Standards and Improvement team to ensure key processes are followed and service priorities met.
- Contribute to 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.

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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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 level 5, degree level qualification or equivalent (or demonstrable professional knowledge)</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 in a politically sensitive setting</li> <li>• Project management and / or contract management experience</li> <li>• Experience of planning / commissioning or service development within public, private or voluntary sector</li> <li>• Experience of multi-agency working</li> <li>• Experience of successfully managing complex projects</li> <li>• Experience of monitoring targets and performance indicators that have led to improved outcomes and / or Value for Money</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 delivery and operations</li> <li>• Ability to communicate effectively with all levels of staff, multi-agency partners, service providers, service users and members of the public</li> <li>• Ability to form effective partnerships, in particular with external agencies</li> <li>• Good consultation, negotiation and persuasion skills to drive projects</li> <li>• Strong analytical skills</li> <li>• Ability to work on own initiative and as part of a team to tight deadlines within budgetary limits and in a politically sensitive environment</li> <li>• Ability to oversee, monitor and review projects and prioritise accordingly</li> <li>• Awareness of quality assurance issues</li> </ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Up to date understanding of all relevant policy requirements relating to the service portfolio and KCC Corporate Priorities</li> <li>• Thorough knowledge of key internal and national initiatives, guidance, legislation and policy that impact upon Commissioned Services</li> <li>• An understanding of and ability to maximise service efficiency and achieve best value for money</li> <li>• Political awareness and awareness of impact of actions</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>