

Kent County Council
Job Description: *Commissioning Assistant*

Directorate: Adult Social Care and Health
Division: Adults and Integrated Commissioning
Grade: KSE
Responsible to: Senior Commissioner
Purpose of the Job:

Provide support to all aspects of Commissioning work within the relevant Commissioning Category, based on local and national drivers including service, directorate and national policies, processes and procedures.

Main duties and responsibilities:

- 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 the performance of commissioned services
- Provide support to the Commissioner/Senior Commissioner with the implementation of effective strategies for all aspects of the Commissioning process, ensuring compliance with legislation and contract regulations
- Support the Commissioner/Senior Commissioner with the identification of appropriate and diverse range of suppliers in the implementation of fit-for-purpose outcome focused solutions in order to achieve efficiency and 'best value'
- Support the commissioning of services through the preparation, coordination and monitoring of appropriate documentation (liaising with the Commercial team)
- Generate presentations of information through a range of methods e.g. written reports, PowerPoint slides, briefings etc.
- Work collaboratively with other related functions and agencies as required to keep abreast of issues and provide best use of resources.
- Ensure that data used by Commissioners is kept up to date and accurate, including other ancillary information (and databases) and running reports. Ensure information is available regarding Commissioned Services, upon which informed management decisions can be made, so that decisions on the suspension, extension or termination of services can be recommended

- Provide advice to Managers about how information held or collected for commissioning decisions can be maintained and improved.
- Gather, maintain and analyse information relating to potential future and commissioned services, developing and improving systems where necessary in order to provide local management information
- Plan, co-ordinate and arrange the monitoring and quality of commissioned services, supporting the Commissioner/Senior Commissioner with more complex cases or issues and taking sole responsibility for less complex cases / issues
- Support the process of collecting market intelligence as required, to enable the Commissioner/Senior Commissioner to provide accurate performance assessments of the relevant categories and related market conditions, as required to support ongoing business relationship processes as well as Inspection regimes i.e. CQC
- 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.
- Provide advice and information in relation to enquiries from providers, stakeholders and other Local Authorities in relation to commissioned services
- Provide advice and information to Managers on contractual matters.
- Liaise with the Commercial team and other Business Units in relation to the requirements of services in order to support the achievement of the best possible outcomes for the population of Kent

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.

Kent County Council
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	<ul style="list-style-type: none">• NVQ Level 3 (or equivalent) in Business or Management• Demonstrable commitment to personal and professional development
EXPERIENCE	<ul style="list-style-type: none">• Experience of maintaining spreadsheets and manipulating data• Experience of Commissioning processes• Experience of working within a multi-discipline and agency environment in order to develop workable processes
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent IT skills with a working knowledge of Microsoft Office packages particularly Word, Access, Excel 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	<ul style="list-style-type: none">• Knowledge and understanding of spreadsheets and 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

	<ul style="list-style-type: none"> • Thorough knowledge and expertise in the use of ICT
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>