

## Kent County Council

### Job Description: *Commissioning and Commercial Assistant*

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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>KR7</b>
<b>Responsible to:</b>	<b>Business Planning and Resource Allocation Manager</b>

#### **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, co-ordination 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.
- Work on a range of systems and databases; maintaining accurate information, performing data quality reports, producing a range of reports as required. Training in KCC systems will be required.

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.

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### Person Specification: *Commissioning and Commercial Assistant*

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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 3 (or equivalent) in Business or Management</li><li>• Demonstrable commitment to personal and professional development</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of maintaining spreadsheets and manipulating data</li><li>• Experience of Commissioning processes</li><li>• Experience of working within a multi-discipline and agency environment in order to develop workable processes</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent IT skills with a working knowledge of Microsoft Office packages particularly Word, Excel and PowerPoint</li><li>• Ability to prioritise work to meet required deadlines.</li><li>• Excellent interpersonal skills and communication skills; must be able to communicate effectively at all levels</li><li>• Ability to work on own initiative and as part of a team to produce required end results</li><li>• Ability to apply knowledge to help resolve complex and sensitive issues and communicate these solutions effectively</li><li>• Ability and willingness to travel to meet requirements when necessary</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of spreadsheets and database packages</li><li>• Knowledge of project management</li><li>• Working knowledge of data protection and freedom of information legislation</li><li>• Understanding of use of statistical data benchmarking and use of performance indicators</li><li>• Thorough knowledge and expertise in the use of ICT</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>

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

<b>COMPETENCY</b>	<b>SUPPORTING SKILLS</b>	<b>BEHAVIOURS</b>
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	<p><b>OPEN</b> Culture shift – changing things – business focussed Value for money thinking Innovative thinking</p> <p>Risk managers Managing expectations Political awareness of unpopular decisions Honesty/bravery Solutions focussed</p> <p><b>INVITE CONTRIBUTION &amp; CHALLENGE</b> Co-production Collaborative Competition Working together Information Sharer Integrated thinkers</p> <p><b>ACCOUNTABLE</b> Professionalism Seeking constant improvement Quick response in relation to delivery Acting as a commercial business Innovator Capacity builder Creative</p>
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	
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	
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	