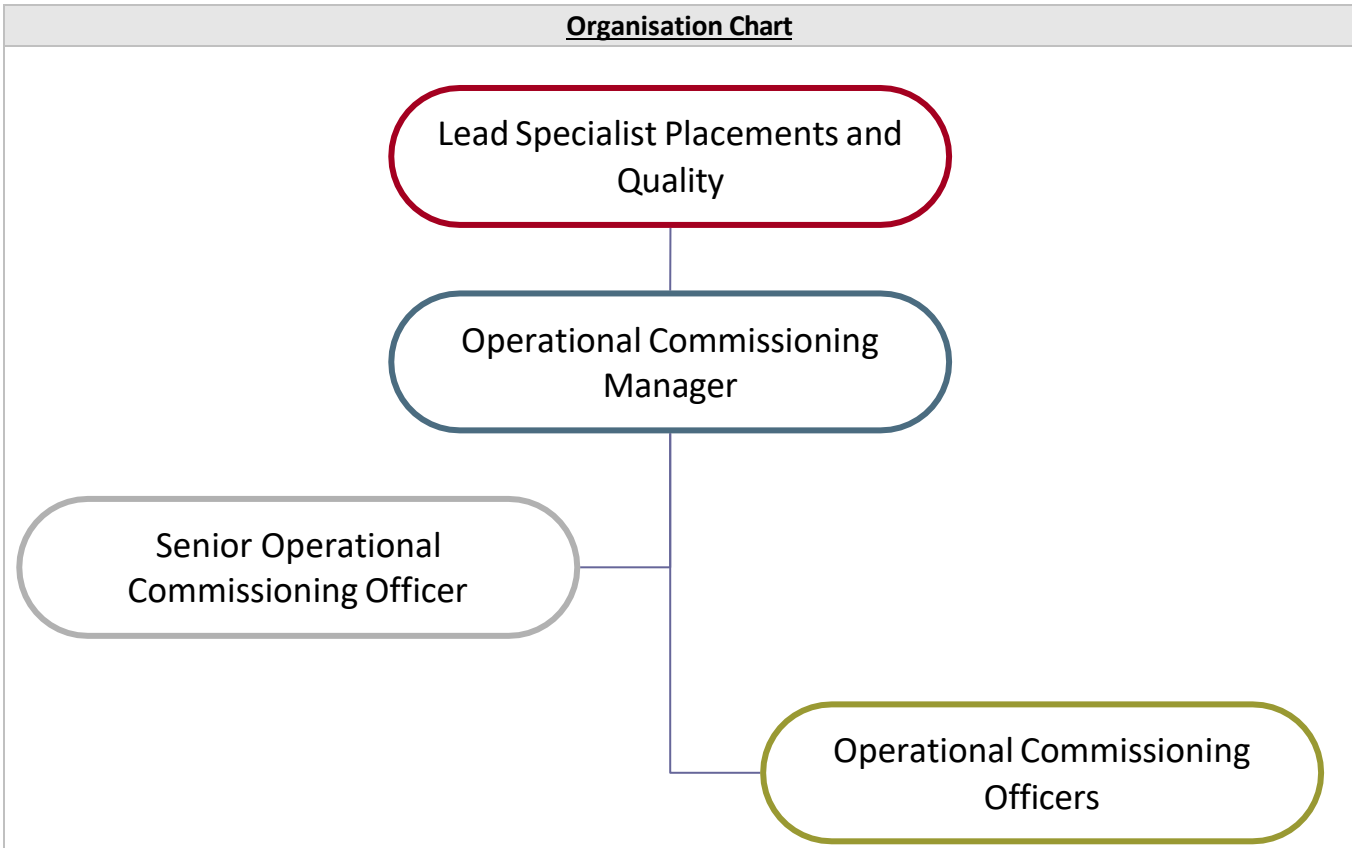
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
			712496
Job Title	Operational Commissioning Officer		
Service	Strategy and Commissioning	Team	Operational Commissioning Team
Location	Shute End/Hybrid Working		
Reports to	Operational Commissioning Manager		
Responsible for	None		
Grade	Type of position:		Date
7	2-year Fixed Term Contract		Sept 2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<b><u>Service Purpose</u></b>			
<p>The Operational Commissioning team sits within Strategy and Commissioning and serves as the placement finding function of the council. The service works closely with a range of teams across the council, as well as external partners, in order to achieve sufficiency of placements for our vulnerable adults, our looked after children and care leavers.</p>			
<b><u>Purpose of the role</u></b>			
<p>To support the Commissioning Manager with the operational commissioning function for Adult Social Care and, support commissioning projects and other areas that affect Adult Social Care e.g. Project management of commissioning shared support services.</p> <p>Contribute to aspects of safeguarding projects to ensure service quality is maintained, liaising with safeguarding and commissioning teams in other areas. Under the direction of the Commissioning Manager provide advice and support to frontline practitioners on all aspects of commissioning and market knowledge concerning suitable providers and expanding customer choice. Support the efficiency savings group with identified saving targets.</p> <p>This role will include supporting hospital discharge and prevention of future admission but not exclusive as will also support ASC and placement in line with operational needs of the service.</p>			

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

<b><u>Main Accountabilities</u></b>	
1	Review and benchmark existing commissioned services, where appropriate negotiate fee reduction
2	Attend and contribute to Social Care Forums and cost panels
3	Lead fee negotiation for new services using the Care Funding Calculator and other costing tools
4	Support Adult services teams with placements, by sourcing appropriate placements and other provision by exception in line with Council and Legal requirements
5	Record achieved efficiencies and report via efficiency saving group. Propose further areas of potential cost savings
6	Lead on the commissioning of complex services e.g. where several service users may be pooling different personal budgets, via referral from frontline services
7	Maintain local service options minimise out of county placements, lead on bringing people back to locality, and develop local services to meet complex social care needs. Support customers and practitioners to find appropriate placements that maximise independence and choice.
8	Project manage the decommissioning of existing services. e.g. de-registration of Adult services and service closures where required.
9	Attend all the departmental meetings relating to Commissioning as required
10	Maintain future needs information in relation to mosaic and department requirements
11	Inform the Future needs regarding up and coming needs to be met to consider commissioning in county and joint commissioning.
12	To undertake other duties commensurate with the grade of the post as required.
<b>Supervision Received</b>	Regular supervision will be provided in line with local policy and guidance, centering on personal growth, wellbeing, professional growth and case load. You will also have an annual appraisal to review personal and professional development. There are training opportunities provided regularly in line with the requirements of the role.
<b>Supervision Given</b>	None. This is not a requirement of the position although there are team meetings and peer groups where you will have opportunity to share views and ideas.
<b>Contacts &amp; Working Relationships</b>	You will have opportunities to build relationships with a range of professionals both internally and externally, including providers and other Local Authorities
<b>Management of resources or budget</b>	Not applicable to the position although as a Local Authority Officer you do have a key role in spending the budget in accordance with value for money principles and public purse.

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### Organisation Chart



#### Person Specification

Qualifications	Essential	Desirable
Educated to GCSE level or equivalent	X	
A project management qualification, e.g. PRINCE2		X
Technical Skills	Essential	Desirable
Competent in use of IT and in particular of Microsoft suite of products – Word, Excel, PowerPoint, Outlook	X	
Excellent communication skills – written and oral	X	
Ability to negotiate, persuade and influence at all levels, including senior managers and partners	X	
Good planning and organisational skills, and ability to manage own and others' workloads to achieve desired outcomes	X	
Good problem-solving skills and ability to identify and implement appropriate solutions	X	
Knowledge, Skills and Abilities	Essential	Desirable
Knowledge of the process regarding hospital discharges.		X
Knowledge of Council's financial regulations and how they may affect procurement		x
Understanding of the market providing Care placements for Vulnerable Adults	x	
Knowledge of Adults safeguarding procedures and legislation	X	
Broad understanding of local government structures and functions	X	
Experience	Essential	Desirable
Experience of project management		X
Experience of working with a range of colleagues across Adults' Services in operational roles		X

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Experience of working in commissioning or support tasks (e/g/ monitoring quality, performance or evaluating costs)	X	
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<b>Completed by:</b>		
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