

# Job description

**Job title:** Commissioning Officer  
**Grade:** Dorset Grade 11  
**Job evaluation reference:** HS473  
**Job family:** Health and Social Care

## Purpose and impact

The purpose of this role is to take a lead position in developing and implementing commissioning strategies and plans, as directed by the Commissioning Manager. This involves ensuring that available funding is utilised effectively to develop and commission services that address clearly identified needs, achieve agreed outcomes, and align with prioritised strategic objectives.

A key impact of the role is to ensure that commissioning services within designated areas of responsibility follow a recognised commissioning cycle. This work supports adults and communities within Dorset, ensuring that the Local Authority fulfils its responsibilities under the Care Act and other relevant legislation related to social care and associated fields. The role also includes conducting needs and impact assessments, engaging service users, adult care operational staff, and wider partners to ensure a collaborative approach.

Furthermore, it involves designing and delivering pathways that translate commissioning intentions into tangible, positive outcomes for individuals.

## Key responsibilities

1. Take the lead role in working with a range of partners, to develop and deliver commissioning plans to deliver agreed outcomes in areas of allocated responsibility taking account of national and local legislative and policy context and priorities.
2. Work with the various specialist multi-agency groups to ensure that needs and impacts are assessed in a consistent and effective manner to inform commissioning decisions.
3. Report to Commissioning Managers on delivery of plans and outcomes in areas of allocated responsibility.
4. Develop and maintain effective working relationships with existing and potential providers of services, and carry out periodic assessments of the provider market, to ensure that the capacity of the local market to deliver the required service is understood and where necessary develop strategies to create required capacity.
5. Have a key input into the development and regular revision of the overarching plans. Take the lead in the preparation and annual updating of commissioning priorities and procurement plans, including the re-design or decommissioning of existing services.
6. In consultation with key stakeholders, prepare service specifications for new or remodelled services including the development of any local Performance Indicators and targets which may be needed to achieve strategic objectives.
7. Take a lead role in partnership working including identifying opportunities for joint commissioning arrangements, for example with commissioners of housing, social care, health or community services, or with neighbouring authorities.



8. Seek to identify external or additional sources of funding and assist in the preparation of funding bids if required.
9. Work with the corporate commercial hub to ensure that, through the drawing up and subsequent management of contracts, good service quality is achieved and wider strategic objectives are met leading focused interventions alongside the quality assurance function to support providers where quality improvement is required.
10. To ensure that service users are involved and consulted at every phase of the commissioning cycle, including the de-commissioning of services.
11. Represent the Directorate at inter-agency and inter-authority groups and at public meetings as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: Commissioning Manager

Responsibility for: No direct line management responsibility but the post holder is required to support induction and training of new staff including quality assurance of their work as part of induction process and on-going development in the role.

### **Other factors**

12. An Enhanced DBS is required.
13. The role is office based with some travel required to attend meetings and other service locations. Therefore, occasional access to a vehicle, being able to use public transport or the willingness to travel with Dorset Council colleagues may be necessary.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values through the way you work, regardless of your role within the organisation.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Degree level or equivalent qualification in relevant area or significant commissioning experience in relevant area	Application form
<b>Experience</b>	
2. Substantial experience of working in a health, support or social care setting or allied field	Application form
3. Experience in negotiation	Application form
4. Experience of working in partnership with other agencies	Application form
5. Experience of using data, information and intelligence to inform assessment, planning and performance review	Application form
6. Experience of leading and co-ordinating consultation	Application form
7. Experience of successful implementation of plans and projects within budget and to time constraints	Application form
<b>Skills, abilities and knowledge</b>	
8. Good knowledge of the issues relating to the care and support of vulnerable people and relevant health and social care legislation and policies	Interview Assessment
9. Knowledge of how statutory and voluntary agencies and commercial organisations operate	Interview Assessment
10. Significant knowledge of designated key areas of responsibility (as detailed in the context statement)	Interview Assessment
11. Good interpersonal skills and the ability to build effective relationships and to work cooperatively with a wide range of stakeholders	Interview Assessment
12. Project Management	Interview Assessment
13. Planning/organising skills	Interview Assessment
14. Negotiation skills	Interview Assessment
15. Excellent oral and written communication skills	Interview Assessment
16. Financial modelling skills	Interview Assessment
17. Analytical skills	Interview Assessment
18. ICT skills	Interview Assessment
19. Ability to chair meetings	Interview Assessment
<b>Our values</b>	
20. Respect	Interview



	Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

<b>Experience</b>	<b>Assessed through:</b>
25. Experience of managing contracts and tendering processes.	Application form

## Approval

Manager's job title:  
Date: January 2025

