JOB DESCRIPTION

TITLE: Commissioning Support Officer

POST NO:

DEPARTMENT: Public Health, Commissioning and Procurement

DIVISION: Quality and Corporate Procurement

RESPONSIBLE TO: Commissioning Support Manager

GRADE: L5

PURPOSE OF POST

This role will support the work of the department managers to deliver the objectives agreed as part of the business plan for all areas of the directorate.

Ways of working are described in further detail in the departments’ standards operating policies and procedures, with specific roles, responsibilities and objectives in any given year described in annual commissioning intentions and business plan supported with agreed personal development plan which forms part of the PPA process.

This will require operational management of defined projects and supporting more complex programmes being led and coordinated by public health, commissioning and procurement with agreed actions and administration.

ORGANISATION CHART

Appendix 1 Structure Chart
## Principal Responsibilities

1. To support the effective delivery of general public health, commissioning and procurement projects and programmes.  

2. Co-ordinate and manage projects associated with the aligned public health, commissioning and procurement team, in line with objectives and commensurate with role and experience.  

3. Handle incoming and outgoing communications, identifying priorities and bringing urgent business to the attention of the team.  

4. Provide general administration for the team including a role as a point of contact to ensure good communications with the public and professionals.  

5. To be able to flex the role within capability to respond to unexpected demands within the department and Council.  

6. To assist the team with budgets and cost centre management

### Dimensions:

#### Supervisory Management:
Not applicable for this role

#### Financial Resources:
The post will be responsible for ensuring accurate invoicing is carried out for the team.

#### Physical Resources:
Information systems

Training equipment, resources as appropriate.

### Context

The post holder will work in a support role to their line manager and the staff within the team their role is aligned to, supporting the team to deliver agreed objectives, support public health, commissioning and procurement include and health protection requirements, and lead and work on agreed projects commensurate with grade and experience. The post holder will be responsible for administrating the identified committees and programme boards. The post holder will work with key staff in a range of other organisations in line with objectives, developing effective partnerships that aid the delivery of business plan targets.

### Agile (Smarter) Working

The Council needs to provide its services more cost effectively and this will mean a significant number of employees needing to work in different ways and from varying locations according to the needs of their job. In some circumstances this might mean working from home.
Integration of Equalities Principles:
The post holder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect the Council’s commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Physical Effort:
The post requires little physical effort. From time to time the post holder may be required to lift training and display equipment.

Working Environment:
Office based with requirement to visit a range of council establishments across the borough. There is also a requirement for the post holder to be able to attend national and regional groups and undertake site visits within the UK, where appropriate.

Occasionally the post holder will be required to work outside normal office hours to meet operational requirements.

Person Specification
This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>How Measured</th>
<th>Desirable</th>
<th>How Measured</th>
</tr>
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<tbody>
<tr>
<td>Experience</td>
<td>Experience of working with senior managers.</td>
<td>1,2</td>
<td>Knowledge and understanding of health and wellbeing, commissioning and procurement.</td>
<td>1,2</td>
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<tr>
<td></td>
<td>Experience of providing administrative support to strategic groups, organising meetings, preparing and circulating papers.</td>
<td>1,2</td>
<td></td>
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<tr>
<td></td>
<td>Experience of managing projects.</td>
<td>1,2</td>
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<td></td>
<td>Able to work in a multi-agency environment.</td>
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<td></td>
<td>Working with confidential information.</td>
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</tbody>
</table>

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.
<table>
<thead>
<tr>
<th><strong>Skills/Abilities</strong></th>
<th>Good communication skills – able to develop relationships with a range of people and demonstrate tact, diplomacy and empathy skills</th>
<th>1,2</th>
<th>Demonstrable project management skills.</th>
<th>1,2</th>
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<tbody>
<tr>
<td></td>
<td>Demonstrable organisational skills, plan workload to meet strict deadlines and targets.</td>
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<td>Understanding of budget management.</td>
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<td></td>
<td>Able to work within a team, taking into account the needs and perspectives of others.</td>
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<td>Ability to work independently and prioritise and manage own workload with minimal supervision.</td>
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<td>Computer literacy skills including Outlook/e-mail/calendars PowerPoint, Excel, Word</td>
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<td></td>
<td>Ability to establish and maintain networks and links with individuals and organisations.</td>
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<td></td>
<td>Able to take and produce accurate minutes of meetings and consistently produce well-presented, accurate work.</td>
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<tr>
<td><strong>Equality Issues</strong></td>
<td>Demonstrable knowledge and understanding of equality issues and legislation.</td>
<td>1,2</td>
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<td></td>
<td>Lead by example, role modelling ethics, integrity, impartiality and the elimination of bias by building diverse teams and promoting a working environment that supports the Councils values.</td>
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<td><strong>Specialist Knowledge</strong></td>
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<td><strong>Education and Training</strong></td>
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<td>Knowledge of administration within a small team and managing projects.</td>
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<td>A levels or equivalent education/experience.</td>
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<td>Full range of administrative procedures equivalent to RSA level III.</td>
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<tr>
<th><strong>Other Requirements</strong></th>
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<td>Able to travel across the borough and regionally and nationally when required.</td>
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(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;
(i) Equal Opportunities
(ii) Health and Safety

**Supporting Statement**

For your Supporting Statement please ensure you answer the following questions.

Tell us about your relevant experience, providing examples to demonstrate how you meet the experience criteria on the person specification.

Tell us about your skills & abilities, providing examples to demonstrate how you meet the skills and ability criteria on the person specification.

Tell us about your specialist knowledge, education and training relevant to this role as stated on the person specification.

Tell us about your knowledge and understanding of equality issues and legislation and how can you lead by example, role modelling ethics, integrity, impartiality and the elimination of bias by building diverse teams and promoting a working environment that supports the Councils values.

Tell us how you are able to meet the other requirements as stated on the person specification.
Appendix 1
Proposed Structure Corporate Director Public Health, Commissioning and Procurement

Corporate Director Public Health, Commissioning and Procurement (1 FTE)

- Service Director - Healthy Lives, Children’s Joint Commissioning (Consultant in Public Health) 1 FTE
- Service Director, Healthcare and Adults' Commissioning (Consultant in Public Health) 1 FTE
- Service Director - Quality and Corporate Procurement 1 FTE
- M7 Integrated programme Manager - Better Together 1 FTE
- L6 Personal Assistant to the Corporate Director Service Directors 1 FTE
- L1b Public Health Apprentice 1 FTE
- L4 Administrative Support Officer 1 FTE
- L4 Administrative Support Officer 1 FTE
- L4 Administrative Support Officer 1 FTE
Proposed Structure: Service Director Healthy Lives, Children’s Joint Commissioning and Emergency Planning (Consultant in Public Health)
Proposed Structure: Service Director Healthcare and Adults’ Commissioning (Consultant in Public Health)
Proposed Structure: Service Director Quality and Corporate Procurement