



Job Description

Commissioning Officer

Job Details	
Grade	C
Number of Posts	1
Department	Children's Commissioning
Reporting to	Senior Commissioning Officer

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

The Children's Commissioning Service aims to safeguard, make a positive difference, and improve outcomes for children. It aims to ensure value for money for the Trust. The Officer will support activity in all areas of the commissioning cycle: 'Analyse, Plan, Do, Review'. The Officer will exercise expertise ensuring work represents best practice and high standard of service delivery. The Officer will maintain stakeholder relationships and support the delivery of contracted activities.

Key Responsibilities:

- Contributing to the delivery of commissioning intentions identified by the Trust and its partners
- Supporting the establishment of relationships with stakeholders that deliver services/support to ensure the needs of citizens are met and positive outcomes achieved
- Delivering delegated activities in relation to commissioning, contract management, budget monitoring, policy and planning activity across Birmingham as identified
- Assisting in the delivery of jointly commissioned services across the health, education, housing and social care economy
- Undertaking quality assurance tasks (including visits) to service providers to ensure compliance with agreed processes and standards including regulatory and inspection frameworks
- Working collaboratively with partners and colleagues to proactively safeguard and protect vulnerable people/groups ensuring appropriate and timely action is taken
- Managing specific tasks, including written reporting and analysis of a range of specialties, functions and projects



- Managing contracts using tools to ensure data and information is timely, accurate and complete
- Collecting, researching and analysing data/information in order to inform commissioning activity
- Leading, as appropriate, on the development of aspects of service user involvement in the work of the Commissioning Team
- Assisting in the implementation of statutory procedures such as complaints, Freedom of Information requests, Subject Access Requests, etc.
- Engaging the market to improve creativity and sufficiency whilst maintaining cost effectiveness to the Trust

Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

Dropdown Options:

Not Required	
Required	x

If Required, what type:

	Children	Adults	Children and Adults
Basic			
Enhanced			x

Will this position have Line Manager responsibility?

Dropdown Options:

Yes	
No	x



Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Essential	Method of Assessment (M.O.A)
Experience	Demonstrate understanding of collaborative approaches.	AF/I
Experience	Have experience in strategy and policy development and the engagement of a wide range of stakeholders.	AF/I/E
Experience	Have experience of writing effective briefings, service specifications, reports or bid submissions.	AF/I/E
Experience	Have an understanding of commissioning priorities that are outcome-focussed and based on priorities, market intelligence and resources.	AF/I
Experience	Have experience of establishing productive relationships with suppliers and customers to help deliver improved outcomes.	AF/I
Experience	Have experience of presenting and representing an individual service user's needs to secure the best service package.	AF/I
Experience	Be able to support the award of contracts and provide constructive feedback to suppliers.	AF/I
Experience	Have experience of supporting Service User groups to participate in the quality assurance of commissioned	AF/I



	services.	
Experience	Be able to demonstrate relevant skills required for consultation, effective communication and negotiation.	I
Skills	Have the required skills in budgeting and finance required to identify value.	AF/I/E
Skills	Have an understanding of various regulators, regulatory frameworks and how to use this in determining suppliers.	AF/I
Skills	Have an understanding of contract management and working with suppliers and customers to monitor service performance	AF/I

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

