

<b>Job Title</b>	Specialist (Level 3) Strategy and Commissioning		
<b>Service</b>	Corporate Services		
<b>Team</b>	Strategy and Commissioning	<b>Location</b>	Shute End/Smart Working
<b>Reports to</b>	Various	<b>Grade</b>	9

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

### Summary of Role

- To provide specialist strategy and commissioning project management and advice as required

### Key Accountabilities

#### **Service Delivery Accountabilities**

- Having a well-developed understanding of the specialist areas/categories. This may include leading the development of the Council's specialist approach
- Working collaboratively across the organisation and to the leadership of the Category Manager to undertake intelligence gathering; developing, commissioning and analysing an evidence base; horizon scanning to inform strategy and policy development; market shaping; service design and commissioning; procurement; budget and strategic and/or operational contract management; quality assurance and performance review as required within the category areas
- Applying specialist knowledge to support and lead projects, and contributing to the development of corporate policy, strategy and plans including responding to legislative and guidance changes.
- Working in collaboration with operational managers to agree strategy, direction of travel, service outcomes and performance management of external providers
- Working within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service
- Providing specialist advice and input to the development and delivery of policy, strategy and commissioning activity, working with other specialist areas to ensure a corporate and collaborative approach
- Provide specialist project management and/or advice and input to the commissioning cycle, procurement, commissioning and contract management

- Maintaining and updating the knowledge of the service throughout the organisation including the updating of policy and practice, developing best practice and contributing to continuous improvement in service delivery.
- Solving problems and managing complex strategy development, taking the most complex decisions, applying greatest discretion and judgement in relation to the policy guidelines.
- Ensuring effective stakeholder management, developing, managing and supporting external partnerships/relations, and working with key internal stakeholders to ensure a responsive and proactive delivery of the service that delivers the Council's outcomes and meets customer needs

### **Management Accountabilities**

- Provide functional and/or operational leadership for a number of specialists ensuring the provision of professional services that meet customer needs
- Acting as member of corporate or community project teams - providing specialist advice and input
- Contributing to strategy, performance and quality control, and service and financial planning for specialist area(s)
- Working collaboratively with colleagues across the organisation, Members and managing key relationships e.g. with members, partners, other stakeholders
- Assisting the development of the community of practice across the organisation

### **Additional Corporate Responsibilities** as well as supporting and developing others within specialist area.

1	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
2	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of, and positive commitment to, equality in both service delivery and employment practices.
3	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	<b>Special Factors:</b> These will vary from role to role as defined within the individual contracts of employment.
5	<b>Behaviour:</b> Works within the Council's "competency framework" and adheres

	to the Code of Conduct and the Council's Constitution.			
Competencies Required in Role				
Core Competencies	Foundation	Proficient	High Achiever	Role Model
21 <sup>st</sup> Century Public Servant			✓	
Personal Responsibility		✓		
Professionalism & Know How		✓		
Working together		✓		
Person Specification				
Qualifications				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Relevant qualifications or equivalent experience in the specialist area</li> <li>Evidence of continuous personal and professional development</li> </ul>		<ul style="list-style-type: none"> <li>Membership of relevant professional body</li> </ul>		
Technical Skills				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel</li> </ul>		<ul style="list-style-type: none"> <li>An understanding of large, complex and political organisations</li> </ul>		
<ul style="list-style-type: none"> <li>Well developed written and verbal communication skills with an ability to articulate strategic thinking</li> <li>Presentation skills, able to engage an audience</li> <li>Effective strategy and report writing skills, able to make recommendations for decision making</li> </ul>				
<ul style="list-style-type: none"> <li>Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification</li> <li>Able to interrogate &amp; analyse data and information</li> </ul>				
Knowledge & Experience				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Experience in undertaking commissioning</li> </ul>		<ul style="list-style-type: none"> <li>Experience of supporting the</li> </ul>		

activities overseeing all elements of the commissioning cycle	development and delivery of policies and strategies
<ul style="list-style-type: none"> <li>• Knowledge and experience of the Category areas, and working in a political environment, with understanding of the issues for local authorities and service users</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of writing effective briefings and strategic documents</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of successfully resolving complex cases that require an element of judgement</li> </ul>	
<ul style="list-style-type: none"> <li>• Well developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of identifying, developing and delivery of opportunities for improving the service</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of negotiating and influencing with external stakeholders in order to deliver strategic outcomes</li> </ul>	