

Job Title	Specialist (Level 1) Strategy and Commissioning		
Service	Corporate Services		
Team	Strategy and Commissioning	Location	Shute End/Smart Working
Reports to	Various	Grade	5-7

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 advice in the defined area of specialism

Key Accountabilities

Service Delivery Accountabilities

- Having an interest and understanding of the specialist area and a willingness to progress within the specialism.
- Working within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service
- Inputting to the development and delivery of policy, strategy and commissioning activity, working with the other specialist areas to ensure a corporate and collaborative approach
- Providing specialist support and input to the commissioning cycle, 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.
- Applying specialist knowledge to support lead projects and contributing to the development of corporate policy, strategy and plans including responding to legislative and guidance changes.
- Under guidance managing strategy development, applying discretion and judgement in relation to guidelines

Additional Corporate Responsibilities	
1	Health and Safety: 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	Equal Opportunities: To take positive action to ensure a thorough understanding of, and positive commitment to, equality in both service delivery and employment practices.
3	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	Special Factors: These will vary from role to role as defined within the individual contracts of employment.
5	Behaviour: 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 – Level 5	Foundation	Proficient	High Achiever	Role Model
21 st Century Public Servant	✓			
Personal Responsibility	✓			
Professionalism & Know How	✓			
Working together	✓			
Core Competencies				
Core Competencies – Level 6	Foundation	Proficient	High Achiever	Role Model
21 st Century Public Servant	✓			
Personal Responsibility	✓			
Professionalism & Know How		✓		
Working together		✓		
Core Competencies				
Core Competencies – Level 7	Foundation	Proficient	High Achiever	Role Model
21 st Century Public Servant		✓		
Personal Responsibility	✓			
Professionalism & Know How		✓		
Working together		✓		

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Relevant qualification, or equivalent experience in specialist area, dependent upon role (Grade 5 – 7) 	<ul style="list-style-type: none"> Working towards membership of relevant professional body (Grade 5 – 7)
Technical Skills	
Essential	Desirable
<ul style="list-style-type: none"> Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel (Grade 5 – 7) 	
<ul style="list-style-type: none"> Good written and verbal communication skills (Grade 5), able to vary style to meet the needs of the audience. (Grade 6-7) Presentation skills, able to engage an audience (Grade 7) 	<ul style="list-style-type: none"> Presentation skills, able to engage an audience (Grade 6)
<ul style="list-style-type: none"> Ability to extract and assess important information (Grade 5-7) Ability to make constructive enquiry (Grade 6-7) Able to interrogate & analyse data and information (Grade 7) 	<ul style="list-style-type: none"> Ability to make constructive enquiry (Grade 5) Able to interrogate & analyse data and information (Grade 6)
Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none"> Working knowledge of the category area including the legislative frameworks surrounding the area of specialism (Grade 5: Basic, Grade 6: Sound , Grade 7: Good) Experience of writing effective briefings and strategic documents (Grade 7) 	<ul style="list-style-type: none"> Experience of working within the specialist area, ideally in a strategy & commissioning role. Experience of writing effective briefings and strategic documents (Grade 6)