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|-------------------|---|-----------------|-------------------------|
| Job Title | Specialist (Level 2) Strategy and Commissioning | | |
| Service | Corporate Services | | |
| Team | Strategy and Commissioning | Location | Shute End/Smart Working |
| Reports to | Various | Grade | 8 |

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 support of strategy and commissioning

Key Accountabilities

Service Delivery Accountabilities

- Having a good understanding of the specialist area. This may include leading the development of the Council's specialist approach
- 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
- Providing specialist advice and input to the commissioning cycle, procurement, commissioning and contract management
- As applicable, undertaking commissioning and contract management or complex procurements, drawing on the support of other specialist Strategy & Commissioning resource
- 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 and where appropriate lead projects and contributing to the development of corporate policy, strategy and plans including responding to legislative and guidance changes.
- Solving problems and managing cases, taking decisions, applying discretion and judgement in relation to the policy 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 | 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 | <ul style="list-style-type: none"> Evidence of continuous personal and professional development |
| <ul style="list-style-type: none"> Working towards membership of relevant professional body | |
| Technical Skills | |
| Essential | Desirable |
| <ul style="list-style-type: none"> Good IT skills including office software | <ul style="list-style-type: none"> An understanding of political |

| such as Microsoft Word, Outlook, PowerPoint and Excel | organisations |
|---|---|
| <ul style="list-style-type: none"> • Good written and verbal communication skills, including presentations, with an ability to vary style to meet the needs of the audience • Effective report writing skills, able to make recommendations for decision making | |
| <ul style="list-style-type: none"> • Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification • Able to interrogate & analyse data and information | |
| Knowledge & Experience | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Experience of successfully resolving issues that require an element of judgement | <ul style="list-style-type: none"> • Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential |
| <ul style="list-style-type: none"> • Extensive working knowledge of the category area and the legislative frameworks surrounding the area of specialism | <ul style="list-style-type: none"> • Experience of supporting projects to successful outcomes |
| <ul style="list-style-type: none"> • Experience of supporting the development and delivery of opportunities for improving the service | <ul style="list-style-type: none"> • Understanding of the commissioning process, including writing specifications and undertaking procurement activity |
| <ul style="list-style-type: none"> • Experience of writing effective briefings and/or strategic documents, depending on the role | |