

## **Job Profile Commissioning Support Officer – Integrated Commissioning Mental Health and Learning Disabilities**

**Job Title: Commissioning Support Officer – Integrated Commissioning Mental Health and Learning Disabilities**

**Job Grade: Level 3, Zone 1**

**Salary Range: £30,893 - £35,488**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. The Integrated Commissioning team are playing an exciting, active part in this change, with a transformation and commissioning agenda that works across the NHS and Council to deliver improved outcomes for people with mental health needs and learning disabilities.

### **About the role**

This role will primarily focus on supporting the commissioning team to develop and monitor mental health and learning disability services, as well as providing administrative support to the Assistant Director.

The role will involve arranging and facilitating meetings, formulating agendas, minute taking and all other relevant administrative documentation to support the smooth running of the team. You will maintain programme and project plans specific to distinct pieces of work, ensuring robust governance. The role will lead on co-ordinating all assurance and highlight reports required for both the CCG and Council.

The role holder will support commissioning managers in the effective contracting of provider services and maintain records of performance and finances.

Coproduction (working side by side with our residents to shape services) is a central part of what we do, and the role will support the team to involve service users in the decision-making process.

### **About you**

- Experience of managing an office environment in a health or social care context
- Experience of managing diaries of senior staff and supporting email management
- Knowledge and a good track record in time management and managing your own workload to meet tight deadlines
- The ability to work effectively with a range of professionals and residents, demonstrating good relationship skills
- Good verbal and written communication skills
- A good understanding of project management and the ability to develop and manage complex spreadsheets
- Experience of gathering, analysing and reporting of large data sets
- The ability to contribute to the development of flexible and innovative performance and monitoring solutions

**Work Environment:**

Primarily home based at this point but will be subject to change. Will require some office working based within the Council premises at 5 Pancras Square, Kings Cross. This building comprises a swimming pool, leisure centre, library, customer access centre, café and office accommodation and is one of the greenest buildings in London. Some travel to offsite meetings, e.g., providers' offices, service locations, other Council's offices may be required.

**People Management Responsibilities:**

None.

**Relationships:**

- Key relationships with strategic commissioners and commissioning managers within the team
- Liaising with other Council departments, including the Personal Assistants for Council Directors
- Regular communication with strategic and commissioning managers from other North Central London (NCL) boroughs across the NHS, as well as other NHS colleagues external to the team
- Liaising with service users who are supporting commissioning projects as part of our coproduction work

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

No.

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.