

Recruitment person specification

Post being recruited for: **Strategic Planning and Commissioning Officer**

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Significant experience of leading and managing complex projects within the Public, Voluntary or Private Sector.

Experience of successful partnership working and networking with key stakeholders, e.g. schools, voluntary sector, service users, business communities, Government and other public agencies.

Experience of service planning and service development, including improvement, redesign, strategic and action plans as well as service specifications.

Direct experience of working with or within the voluntary sector.

Direct experience of working in other Local Government departments or statutory bodies.

Experience of strategic engagement with senior stakeholders across Children, Education and Communities Directorate.

Experience of Contract and Grant monitoring including an ability to analyse and present complex information in a range of formats.

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| <p>Knowledge, skills and understanding</p> | <p>Ability to understand and respond effectively to the complex and changing legal, policy and delivery environment and provide professional advice and leadership on all areas of commissioning.</p> <p>Highly developed communication skills including oral and written professional reporting for various forums e.g. Council Committees.</p> <p>Knowledge of legislation and national policy environment affecting the delivery of children and families' services and wider context and issues facing local government.</p> <p>Business and commercial acumen to support strategic delivery of professional and support services, including ability to interpret and understand complex financial and budgetary information.</p> <p>Strong attention to detail in contributing to the achievement of medium and long-term financial planning and an ability to provide accurate reports and data analysis.</p> | <p>Ability to make complex judgments regarding commissioning within a variety of contexts, pressures and limitations.</p> <p>Ability to negotiate and broker favourable services and terms for the Council to achieve best value.</p> |
| <p>Qualifications and training</p> | <p>Relevant degree level or equivalent qualification in social work, social science or similar.</p> | <p>Recognised Social Work qualification.</p> <p>Chartered Institute of Procurement and Supply membership.</p> |
| <p>Job specific requirements</p> | <p>A commitment to ensure that the needs of children, young people and families remain paramount.</p> <p>Ability to demonstrate trauma-informed approach to practice.</p> <p>The ability to work as a member of a team.</p> <p>Recognise and work within professional boundaries.</p> <p>The ability to gather and/or analyse complex information and to complete assessment and reports with evidence-based recommendations.</p> <p>Ability to maintain focus on achieving effective delivery of services at a time of significant change and financial challenges.</p> <p>A willingness to learn and a commitment to continuous professional development.</p> <p>Work within environments with conflict and respond appropriately.</p> | |