

Recruitment person specification

Post being recruited for: Team Leader Commissioning

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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	<i>Significant experience of working in health and social care services.</i> <i>In depth understanding of legislation and national policy on commissioning and contracting in the public sector.</i> <i>Experience of using complex data to support recommendations.</i> <i>Previous experience in commissioning in complex multi-function services.</i> <i>Experience of managing and supervising staff and budgets.</i> <i>Experience of working with and developing standards, policies and procedures and of report writing</i>	<i>Experience in managing the work of commissioning staff.</i>

Knowledge, skills and understanding	<i>Excellent organisational and time management skills.</i> <i>Responsive, flexible and highly resilient.</i> <i>Excellent critical thinking, investigatory and mediator skills.</i> <i>Excellent communication, negotiating skills to work with professional colleagues and providers to meet objectives of the service and produce strong evidence-based reports.</i> <i>Experience of analysing and presenting complex data relating to supply and demand within social care.</i> <i>Strong interpersonal skills to coach and support team members to achieve goals, develop their skills and knowledge. This could include delivering training.</i> <i>Ability to specify operational delivery with compliance and quality within regulatory and organisational standards.</i> <i>Knowledge of Data Protection, Self-Directed Support, Health and Social Care Standards and Equal Opportunities legislation and Freedom of Information Legislation.</i>	
Qualifications and training	<i>Educated to SCQF level 9 e.g. degree level qualification in a business or numerical subject or evidence of equivalent experience in health and social care commissioning.</i>	<i>Qualification in public sector procurement or contracting e.g. CIPFA or Scotland Excel.</i>
Job specific requirements	<i>Ability to operate with a high degree of autonomy using own initiative; working hybrid and overseeing staff working hybrid</i> <i>Strategic and forward-minded individual with strong creative thinking and problem-solving skills</i> <i>Ability to develop and implement service planning.</i> <i>Strong skills in communications to a range of audiences and using a range of formats and digital tools</i>	

