

# Lancashire County Council

## Operational Context Form

<b>Post title: Commissioning Support Officer</b>					
<b>Directorate: ACS</b>			<b>Location:</b>	County Hall Preston	
<b>Establishment or team:</b>	Policy Information and Commissioning (Strategic Integrated Commissioning & Contracts)			<b>Post number:</b>	
<b>Grade:</b>	6	<b>Staff responsibility:</b>	N/A	<b>Essential Car user:</b>	No

**Scope of Work - appropriate for this post:**

The role is within the Commissioning team based in Preston. The commissioning team works closely with other teams across the council to develop and deliver services to support people across all age ranges with a primary focus on providing:

- Early help and prevention supports
- Intermediate Care
- Homecare
- Housing with care and support
- Reducing reliance on intensive care and support
- Introducing new ways of working with social care providers and our teams

To support Adult Social Care with commissioning support activities including project support, managing and coordinating the input from key stakeholders, providing assurance that commissioning plans and projects are meeting identified deliverables and reporting on performance, analysing returns and trends. There is an agreed work plan with identified projects some still in development and will require the post holder to provide technical/specialist guidance some specialist knowledge in adult social care , the commissioning cycle and contracts to support these.

**Accountabilities/Responsibilities – appropriate for this post:**

The development and implementation of new contracts service level agreements and required monitoring of arrangements with internal and external partners.

Supporting the implementation of the new work plan for capacity of social care and support provision for Adult Social Care. This function will support to progress procurement preparations, reporting and monitoring requirements to provide additional assurance of capacity.

Supporting commissioning activity related to market development and engagement activity to simulate and communicate commissioning intentions with providers.

To ensure the provision of high quality services to individuals through targeted review of existing service provision and creative support planning with the aim of achieving effective, preferred and sustainable outcomes for individuals and their families.

Participating in Commissioning team duty, reviewing team workload/cover.

Following agreed processes to ensure efficient and holistic oversight of the full team workplan.

- Early help and prevention supports

- Intermediate Care
- Homecare
- Housing with care and support
- Reducing reliance on intensive care and support
- Introducing new ways of working with social care providers and our teams

To interpret and analyse data from a number of sources and report key findings.

The post will be concerned with providing administrative and technical support to the wider team.

This will specifically include supporting the development and integration of corporate and service policy, partnership working with key stakeholders and commissioning provision across a range of council services.

To support the delivery of a personalised and coordinated response to individuals and carers needs, to ensure a co-ordinated response to individuals and carers.

Good communication skills, both written and verbal, will be essential together with an ability to work with limited supervision and meet deadlines.

The supervision/technical reference for a group or team;

- Overseeing the administration of support systems and processes;
- Undertaking specialised service support activities;
- Providing service and situation specific guidance;
- Accounting for expenditure from agreed budgets;
- Using specialised equipment.

To participate in continuous personal development, including engaging in personal training opportunities, and contribute positively to the organisation within the staff supervision and personal development process.

#### **Additional supporting information – specific to this post.**

<b>Prepared by:</b>	<b>Julie Dockerty</b>	<b>Date</b>	<b>28.12.2023</b>
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**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

# Lancashire County Council

Person specification		
Post title: Commissioning Support Officer	Grade: 6	
Directorate: ASC	Post number:	
Establishment or team: Policy Information and Commissioning (Strategic Integrated Commissioning & Contracts)		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable	E	A
Educated to GCSE level or equivalent (Essential)	E	A
Social Care qualification (Desirable)	D	A
Experience		
Experience of working with relevant specialised systems, equipment and/or IT or be able to demonstrate the ability to carry out the role.	E	A/I
Relevant experience and demonstrable competence to undertake the role	E	A/I
Developed skills appropriate to the job discipline	D	A/I
Working knowledge of the practices, processes and procedures relevant to the role	D	A/I
Knowledge and skills		
Working knowledge of the practices, processes and procedures relevant to the role.	E	A/I
Skills appropriate to the job discipline	E	A/I
Ability to work as member of a team	E	A/I
Ability to work without close supervision.	E	A/I
Excellent IT skills	D	A/I
Ability to work and deliver changes through partnership working with internal and external partners	D	A/I
Knowledge of adult social care	D	A/I

To undertake specific and local responsibilities, on behalf of the service, as identified with the Line Manager.		
<b>Other (including special requirements)</b> <ol style="list-style-type: none"> <li>1. Commitment to equality and diversity.</li> <li>2. Commitment to health and safety.</li> <li>3. Display the LCC values and behaviours at all times and actively promote them in others</li> </ol>	E E E	I I I
<b>Date:</b> 28.12.2023		
<b>Note:</b> We will always consider your references before confirming a job offer in writing.		

# LANCASHIRE COUNTY COUNCIL

## PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

### **CONFIDENTIAL**

Team/Establishment	
Post title	
Description of main activities the employee will be required to undertake (or attach role profile)	
Form completed by: (print name)	

**A. The post to which this form refers will or may involve one or more of the following activities.  
(Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	<input type="checkbox"/>	<input type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	<input type="checkbox"/>	<input type="checkbox"/>
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	<input type="checkbox"/>	<input type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input type="checkbox"/>
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).	<input type="checkbox"/>	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input type="checkbox"/>

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users ( <i>e.g. at sensitive front line posts re abuse, aggression, assault</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring ( <i>e.g. colour blindness</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: ( <i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock ( <i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
16	Manual handling ( <i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users ( <i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture ( <i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
19	Work as a regular display screen user ( <i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Headteacher/Line Manager (please print)</b>			
<b>Telephone Number:</b>		<b>Date:</b>	