

Job Description

DIRECTORATE:	Chief Executive's Directorate
DEPARTMENT:	Housing & Community Regeneration
POST:	Housing Strategy Planning and Commissioning Officer
GRADE OF POST:	Grade 10
RESPONSIBLE TO:	Strategic Commissioning Manager

JOB PURPOSE:

To provide support and resource to the Strategic Commissioning Manager with regard to the commissioning and planning arrangements for the Housing and Community Regeneration Service including Supporting People Grant . Ensure efficient and effective procurement. Working at regional and national level with the appropriate outside bodies for the delivery of commissioned services and grant funded programmes across the service.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To assist the Strategic Commissioning Manager in the delivery of the Services commissioning programme including the Supporting People Commissioning timetable, as approved by Cabinet, ensuring that deadlines for the procurement of services are adhered to by working flexibly and frequently adjusting workloads and focus.
- Provide a polite and efficient service to Providers, Partners, Stakeholders and Service users who are enquiring about Supporting People Services and respond to complaints.
- Assist the Strategic Commissioning manager to take forward the overarching commissioning planning objectives for Housing and Community Regeneration and contribute towards the development of a commissioning strategy for Anti-Poverty Grant alignment.
- Support the Strategic Commissioning Manager to develop a multi-agency approach to the design, development and implementation of support services in a wide range of areas, including services for children, people with

disabilities, substance misuse, ex-offenders, older people, and people fleeing domestic abuse.

- To manage the procurement of new services, both in Bridgend and in partnership with the RCC across the Western bay RCC area, in accordance with WG rules and local procurement policy and financial regulations.
- To manage the contracts of SP providers from appointment through to termination and, where appropriate, re-modelling or recommissioning stage.
- Work closely with the Central Poverty Grants team to ensure probity of all involved parties in the process as per guidance provided by management and the Council's and external auditors.
- To keep appropriate records and produce detailed appropriate reports when required.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification
Social Work Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Educated to degree standard in a relevant subject and/or an ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Detailed knowledge and understanding of Supporting People arrangements in Wales. Detailed understanding and knowledge of needs of vulnerable people, including housing related needs. Significant experience of dealing with contract and contracts procedures, preferably in the support, care or related sectors. Significant knowledge and experience of commissioning and procurement procedures from pre-contract enquires to termination stage. Detailed understanding of the housing and voluntary sector in Wales. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Skills & Personal Qualities	<ul style="list-style-type: none"> Develops creative and innovative solutions to complex problems. Actively seeks out best practice. Committed to high standards of customer care and delivering a quality service. 	<p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Confident of personal professional judgement. • Good organisational and IT skills. • Able to work effectively under pressure meeting strict deadlines, within changing circumstances and conflicting priorities. • Ability to use initiative and to be able to work flexibly and proactively. • Committed to the highest standard of conduct when dealing with public funds. • Access to motor vehicle and holds valid driving licence. • The ability to communicate through the medium of welsh. 	<p style="text-align: center;">Yes</p>	