

Job Profile

Job Title: Commissioning Support Officer
Job Grade: Level 3, Zone 1
Salary Range: £33,789 - £38,465

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. In your role as Commissioning Support Officer you will be contributing to our vision of 'Working with the people of Camden to achieve the best health for all'.

Mental Health and Learning Disabilities Integrated Commissioning Team

We are an Integrated Mental Health and Learning Disability commissioning team delivering the ambitions of both the NHS and Local Authority. Our mission is to work with our partners and the people of Camden to deliver health services that offer the best healthcare for all, which are accessible, responsive and cost effective.

It's an exciting time to join mental health commissioning as we work toward the implementing the NHS Long Term Plan and continue to deliver on our adult social care transformation strategy. At the heart of these plans is the development of a person-centred care approach that builds on people's strengths and maximises their independence, but which also emphasises prevention, early intervention and high quality, affordable support to those people who are most vulnerable.

About the role

We are seeking to appoint a Commissioning Support Officer on a permanent contract. The focus of this role is to support the functions of the team and provide partnership with providers. Some of the accountabilities typical to this post are listed below:

- **Developing Strategy and Policy**

Developing and maintaining an awareness of wider developments affecting the provision of services in the Council (for example best practice and changes in legislation), using knowledge in order to inform policy development and innovation.

- **Supporting Projects and Change Management**

Supporting corporate, directorate and/or divisional projects and initiatives (for example service improvement) to ensure key stakeholders are provided with the required level of advice and analysis in relevant areas.

- **Researching and Analysing Information**

Establishing and maintaining databases and systems in order to facilitate analysis of an extensive range of quantitative and qualitative information. Presenting analysis both verbally and in writing to a range of audiences to ensure it is understood in order to contribute to informed decision making. Collecting and analysing service performance data to inform service improvements.

- **Managing Relationships**

Establishing and maintaining relationships with a range of staff across the Council and partners in order to obtain, share and exchange information and data. Liaising with staff across the Council to co-ordinate work, information, internal and external meetings (for example scrutiny committees and area action groups) to ensure activities take place within agreed timescales and quality standards.

- **Corporate Governance - Audit**

Carrying out a range of activities (for example developing and agreeing audit terms of reference, identifying business risk, assessing effectiveness of controls and making recommendations in response to areas of concern) in line with best practice and internal procedures to ensure robust governance arrangements are in place. Discussing and agreeing action plans with key stakeholders to improve governance.

- **Corporate Governance – Anti-Fraud**

Carrying out or supporting investigations into serious matters across the Council (for example allegations of fraud, irregularity and malpractice) and presenting outcomes in order to enable appropriate decisions to be made. Working closely with a range of staff across the Council and external agencies to ensure investigations are carried out in line with best practice and relevant legislation. Carrying out pro-active anti-fraud reviews in line with best practice to identify fraud prevention measures.

About you

The focus of this role is to support the functions of the team and provide partnership with providers. Organised and proactive, you will have demonstrable experience of working creatively and flexibly, responding to the team's needs – along with the ability to forward plan and manage multiple tasks to tight deadlines. You will be analytical and have strong attention to detail; organising and supporting meetings, analysing data and applying a strategic approach.

If you have the commitment, motivation and skills needed to support us in delivering improved services and outcomes for Camden residents, we'd love to hear from you.

Work Environment:

This role is mainly office based at 5 Pancras Square, London, N1C 4AG, though there is some scope to work from home for a proportion of the time. There might be some local travel involved, visiting providers in the borough and supporting meetings at their premises if needed.

People Management Responsibilities:

This role does not include people management responsibilities.

Relationships:

On a day-to-day basis you will engage mainly with team members, particularly with the Assistant Director Integrated Commissioning Mental Health & Learning Disabilities. There will also be regular contact with key providers as well as other teams within the Council.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be. If you would like to discuss details of the post, please contact Mansur.quraishi@camden.gov.uk or call 02079746717.

Is this role Politically Restricted?

This post is not politically restricted.

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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). 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 or post to 5 Pancras Square, London, N1C 4AG,