

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Commissioning Support Officer (CSO)	JEID	L0465
Salary Grade:	Scale J		
Team:	Inequalities and Public Health Commissioning		
Service Area:	Public Health		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Commissioning Manager		
Responsible for:	No budget or line management responsibility		

Role Purpose

To support the Public Health Commissioning team in delivering all stages of the commissioning cycle across relevant portfolio areas. The role contributes to research, data analysis, engagement, service review, and project delivery to help ensure commissioned services are evidence-based, effective, and responsive to the needs of people in Warwickshire. Working under the day-to-day guidance of the Commissioning Manager and Commissioners, the postholder supports the development, improvement, and monitoring of services that contribute to the strategic priorities of the Public Health Directorate. The role will also work alongside the wider Public Health practitioner team, as well as a wide range of external partners and communities.

Role Responsibilities

- Support the delivery of commissioning activity across the full commissioning cycle.
- Undertake projects, research, needs assessment, gap analysis, and review of national and local evidence to inform commissioning decisions.
- Gather, analyse, and present performance and service information to support reporting, service reviews, and business cases.
- Support co-production, consultation, and engagement activity, including work with people with lived experience and partner organisations.
- Assist with the development and delivery of commissioning projects, strategies, and improvement initiatives within relevant portfolio areas.

- Contribute to the monitoring and review of commissioned services and contracts, including identifying issues, risks, trends, and opportunities for improvement.
- Produce clear reports, briefings, and other written materials for a range of professional and public audiences.
- Build and maintain effective working relationships with internal colleagues, providers, and partner organisations.
- Support Commissioners, the Commissioning Manager and Public Health practitioners to respond to operational, performance, and service-related queries.
- Work in line with Public Health priorities, relevant legislation, policy, guidance, and Warwickshire County Council objectives.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Understanding of the commissioning cycle	A; T; I
Experience in undertaking research and to use research materials and evidence to inform work	A; T; I; P
Ability to write reports, surveys, assessment materials and other items for a range of public and professional audiences using appropriate language	A; T; I; P
Experience of engaging with people including those with lived experience for the purposes of consultation, engagement, and gathering information to inform work planning	A; I
Experience of delivering projects or other structured pieces of work with outputs and outcomes	A; T; I
Ability to comply with legal aspects of Public Health and commissioning activity	A; T; I
Ability to interpret and apply data and intelligence	A; T; I; P
Ability to identify gaps and patterns, and to apply problem solving techniques	T; I
Experience of working with a range of organisations and techniques to build good relationships	A; I
Experience of working in a team environment in a collaborative way	A; I
Demonstrable commitment to tackling inequalities and promoting inclusive approaches	A; I; T

Desirable Criteria

Assessed By:

Experience of working in a local authority or other political environment	A; I
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Project management qualification	A; D
Other recognised qualification relevant to the role	A; D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
X Significant use of computers (display screen equipment)	X Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to	☐ Regular work with respiratory irritants/ allergens

noise above action levels)		(exposure to dust, fumes, chemicals, fibres)	
☐ Work requiring respirators or masks		☐ Work with vibrating tools/ machinery	
☐ Work involving food handling		☐ Work with waste, refuse	
☐ Potential exposure to blood or bodily fluids		X Face-to-face contact with members of the public	
☐ Other (please specify):			