

Disgrifiad Swydd

Teitl y Swydd: Swyddog Comisiynu

Gradd Cyflog: 8 £32,578 - £34,811 y flwyddyn

Cyfeirnod Gwerthuso Swyddi (at ddefnydd Adnoddau Dynol): JD 1084-05

Lleoliad Gwaith: Canolfan Rheidol, Aberystwyth

Prif ddiben y swydd:

- Darparu cyngor am gaffael a brocera er mwyn trefnu a chomisynu gwasanaethau gofal cymdeithasol gydol oes mewn modd amserol a chost-effeithiol, gan sicrhau bod y gofynion penodedig a'r anghenion a aseswyd yn cael eu diwallu.
- Cyfrannu at y gwaith o gomisiynu a rheoli contractau gwasanaethau gofal cymdeithasol, gan gynnwys gweithio mewn partneriaeth a chydweithio â'r timau gweithredol, y darparwyr gofal, ein cydweithwyr yn y Bwrdd Iechyd a'r rhanddeiliaid eraill er mwyn sicrhau bod gwasanaethau o ansawdd uchel sy'n canolbwyntio ar yr unigolyn yn cael eu darparu a'u cyflenwi, eu bod yn sicrhau gwerth am arian a'u bod yn cefnogi'r model gydol oes.

Prif dasgau a chyfrifoldebau:

- Rheoli'r system a ddefnyddir i brynu gwasanaethau gofal a chymorth mewn amrywiaeth o leoliadau gydol oes gan sicrhau bod y trefniadau contractiol priodol ar waith.
- Bod yn bwynt cyswllt arbenigol ar gyfer ymholiadau cymhleth a manwl a darparu cyngor ac arweiniad arbenigol, gan gynnwys llunio trefniadau contractiol ac anfonebau sy'n ymwneud â phob agwedd ar y gwasanaethau a ddarperir. Bydd hyn yn cynnwys gweithio gyda'r darparwyr gwasanaeth, defnyddwyr y gwasanaeth, ein cydweithwyr yn y Bwrdd Iechyd a'r gweithwyr proffesiynol eraill.
- Dadansoddi ceisiadau am wasanaethau er mwyn nodi a phennu atebion priodol, gan gynnwys datblygu dulliau arloesol lle ceir bylchau yn y ddarpariaeth. Gweithio'n rhagweithiol gyda thimau rheoli gofal a darparwyr gwasanaeth i nodi a sicrhau lleoliadau a phecynnau gofal addas sy'n bodloni'r anghenion a aseswyd, sy'n cyflawni'r canlyniadau a ddymunir ac sy'n cydymffurfio â'r gofynion statudol.
- Yn gyfrifol am ddod o hyd i wasanaethau a lleoliadau mewn ymateb i geisiadau brys a rhai sydd wedi'u cynllunio; efallai y bydd angen dod o hyd i'r rhain ar fyr rybudd iawn ac o fewn amserlenni tynn.
- Dadansoddi a dehongli data cymhleth er mwyn llunio adroddiadau, gan gynnwys materion yn ymwneud â chydymffurfiaeth â chontractau, capasiti'r darparwyr, tueddiadau o ran y gwasanaethau, y gwasanaethau a ddarperir, yr anghenion nas

diwallwyd a gwybodaeth am y farchnad, er mwyn cyfrannu at y gwaith datblygu strategol a'r cynlluniau comisiynu.

- Cynnal gwiriadau diwydrwydd dyladwy ar ddarparwyr, gan sicrhau eu bod yn cydymffurfio â'r safonau rheoleiddio, y gofynion diogelu, y disgwyliadau contractiol a pholisïau'r Cyngor cyn i'r gwaith o ddarparu'r gwasanaethau ddechrau.
- Bod yn gyfrifol am brosesu anfonebau, gan sicrhau y cedwir at delerau talu'r Cyngor a'i ofynion comisiynu a chaffael. Rhaid adolygu, dilysu ac awdurdodi anfonebau yn unol â'r telerau contractiol, y gweithdrefnau ariannol a'r trefniadau y cytunwyd arnynt ar gyfer darparu gwasanaethau, mewn perthynas â'r holl wasanaethau gofal cymdeithasol sydd dan gontract.
- O ddydd i ddydd, rheoli'r gwaith o baratoi a chyhoeddi pob contract a gwneud newidiadau i gontractau ar gyfer gwasanaethau a gomisiynwyd, gan gynnwys y dogfennau cysylltiedig, mewn modd amserol, gan sicrhau cywirdeb a chydymffurfiaeth.
- Dylunio, datblygu a chynnal cronfeydd data cywir ar ddarparwyr, gwasanaethau a chontractau, gan sicrhau bod y wybodaeth yn gyfredol a'i bod yn cefnogi prosesau effeithlon o ran prynu, olrhain lleoliadau, cynllunio gwasanaethau a datblygu'r farchnad.
- Sicrhau eich bod yn meddu ar y wybodaeth ddiweddaraf am ddeddfwriaeth gofal cymdeithasol, arferion comisiynu, datblygiadau yn y farchnad a gofynion rheoleiddio er mwyn sicrhau bod gwasanaethau yn cael eu comisiynu'n effeithiol ac yn gyfreithlon.
- Casglu data ac ymateb i geisiadau Rhyddid Gwybodaeth sy'n ymwneud â Chomisiynu a Chaffael mewn modd cyflym, effeithlon a hwylus i'r cwsmeriaid, yn unol â'r amserlenni a bennir gan Ddeddf Rhyddid Gwybodaeth y Deyrnas Unedig.

Gwiriad y Gwasanaeth Datgelu a Gwahardd: Ddim yn berthnasol

Cofrestriad Proffesiynol / Aelodaeth Hanfodol: Ddim yn berthnasol

Manyleb Person

Gofynion hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- Addysg hyd at Lefel 3 (neu uwch) mewn maes perthnasol ac o leiaf 2 flynedd o brofiad (gan gynnwys sgiliau a gwybodaeth) ym maes comisiynu, brocera, caffael, gweinyddu contractau, cyllid, gofal cymdeithasol, iechyd neu rolau cysylltiedig.
ac
- O leiaf 5 TGAU neu gymwysterau cyfatebol, gan gynnwys Saesneg a Mathemateg.

Profiad:

- O leiaf 2 flynedd o brofiad ym maes comisiynu, brocera, caffael, gweinyddu contractau, cyllid, gofal cymdeithasol, iechyd neu rolau cysylltiedig.
- Gwybodaeth am y sector Gofal Cymdeithasol
- Profiad o flaenoriaethu gofynion sy'n cystadlu â'i gilydd yn effeithiol, ynghyd â phrofiad o reoli llwyth gwaith er mwyn cwrdd â therfynau amser
- Sgiliau cyfrifiadurol a phrofiad o ddefnyddio ystod eang o feddalwedd
- Profiad o brosesau gweinyddol cymhleth
- Gwirio a phrosesu anfonebau neu daliadau

Sgiliau ymarferol/personol:

- Sgiliau cyflwyno rhagorol yn ysgrifenedig ac ar lafar
- Y gallu i gyfathrebu'n effeithiol mewn cyd-destun amlasiantaethol
- Sgiliau cyd-drafod gan gynnwys y gallu i negodi'r ddarpariaeth o ran gwasanaethau yn ogystal â gwneud newidiadau i lefelau'r gwasanaethau
- Y gallu i weithio o dan bwysau
- Y gallu i weithio'n annibynnol ac fel rhan o dîm
- Y gallu i ddatblygu a meithrin perthynas waith dda â'r darparwyr, eich cydweithwyr a'r rhanddeiliaid allanol
- Sgiliau dadansoddi
- Sgiliau trefnu
- Sgiliau datrys problemau rhagorol a'r gallu i fod yn rhagweithiol wrth nodi a datrys problemau gan gynnwys problemau sydd y tu hwnt i'ch maes gwaith uniongyrchol

Sgiliau Saesneg:

Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwrando a Siarad

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y maent yn debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi mewn termau astrus.

Sgiliau Ysgrifennu

- **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Sgiliau Cymraeg:

Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.

Gwrando a Siarad

- **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y maent yn debygol o ddod ar eu traws yn ystod eu gwaith.

Sgiliau Ysgrifennu

- **Lefel 3:** Medru ysgrifennu negeseuon anffurfiol ac adroddiadau i'w defnyddio'n fewnol.
-

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- Tystysgrif Lefel 5 mewn Egwyddorion Comisiynu er Lles, neu'n barod i weithio tuag at y cymhwyster o fewn yr amserlen a gytunir iddi.

Profiad:

- Profiad o weithio ym maes gofal cymdeithasol neu gomisiynu
- Y gallu i werthuso gwasanaethau a gomisiynwyd
- Profiad o gaffael nwyddau a/neu wasanaethau
- Profiad o reoli blychau e-bost a rennir
- Gwybodaeth am ddeddfwriaeth gofal cymdeithasol

Sgiliau ymarferol/personol:

- Gwybodaeth am faterion gofal cymdeithasol a'r heriau sy'n gysylltiedig â hynny.
 - Gwybodaeth am sicrwydd ansawdd
 - Gwybodaeth am yr egwyddorion sy'n sail i ofal cymunedol h.y. gweithio ar draws asiantaethau, cyfranogi a chynllunio gofal unigol
-

Job Description

Job Title: Commissioning Officer

Pay Grade: 8 £32,578 - £34,811 per annum

Job Evaluation Reference (HR Use): JD 1084-05

Work Base: Canolfan Rheidol, Aberystwyth

Main Purpose of the Job:

- Provide Commissioning and brokerage advice to arrange and commission through age social care services in a timely, cost-effective manner, ensuring assessed needs and specified requirements are met.
- Contribute to the commissioning and contract management of social care services, including working in partnership and collaboratively with operational teams, care providers, Health Board colleagues and other stakeholders to ensure the provision and delivery of high-quality, person-centred services that achieve value for money and support the Through Age model

Key Tasks & Responsibilities:

- Manage the purchasing of care and support services at a range of through age settings and ensure appropriate contractual arrangements are in place.
- Be the specialist point of contact for complex and in depth enquiries, advice and guidance including the creation of contractual arrangements and invoices relating to all aspects of service provision including with service providers, service users, Health Board colleagues, and other professionals.
- Analyse requests for services to identify and determine appropriate solutions, including developing innovative approaches where gaps in provision exist. Work proactively with care management teams and service providers to identify and secure suitable placements and care packages that meet assessed needs, desired outcomes and comply with statutory requirements.
- Responsible for the sourcing of both urgent and planned service and placement requests, these may need to be sourced at very short notice with tight timescales.
- Analyse and interpret complex data to provide reports including contract compliance, provider capacity, service trends, service provision, unmet needs and market intelligence to assist strategic development and commissioning plans.
- Undertake due diligence checks on providers, ensuring compliance with regulatory standards, safeguarding requirements, contractual expectations and Council policies before services commence.

- Responsibility for invoice processing ensuring adherence to the Council's payment terms, commissioning and procurement requirements. Invoices must be reviewed, validated and authorised in accordance with contractual terms, financial procedures and agreed service delivery arrangements for all contracted social care services.
- Manage the day to day operation, preparation and issuing of all contracts and contract variations for commissioned services, including associated documentation in a timely manner, ensuring accuracy and compliance.
- Design, develop and maintain accurate provider, service and contract databases, ensuring information is current and supports efficient purchasing, placement tracking, service planning and market development.
- Maintain up-to-date knowledge of social care legislation, commissioning practice, market developments and regulatory requirements to ensure services are commissioned effectively and lawfully.
- To collate data and respond to Commissioning and Procurement related Freedom of Information requests in a quick, efficient and customer friendly manner, in accordance with the UK Freedom of Information Act timescales.

Disclosure & Barring Service Check*: Not Applicable

**Guidance re. DBS check type is available [here](#)*

Essential Professional Registration / Membership: Not Applicable

If selected other, provide the Registration/Membership Required: Click or tap here to enter text.

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- Educated to Level 3 (or above) in a relevant discipline, **and** able to demonstrate at least 2 years' equivalent knowledge, skills and experience gained through commissioning, brokerage, procurement, contract administration, finance, social care, health or related roles.
and
- Minimum of 5 GCSE's or equivalent, including English & Maths.

Essential experience (Please provide minimum number of years' experience required):

- Demonstrate at least 2 years' equivalent knowledge, skills and experience gained through commissioning, brokerage, procurement, contract administration, finance, social care, health or related roles.
- Knowledge of the Social Care sector.
- Experience of effectively prioritising competing demands and managing workload to meet deadlines.
- Computer competency and experience of using a range of software.
- Experience of complex administrative processes.
- Invoice or payments checking and processing.

Essential practical/personal skills:

- A high level of written and verbal presentation skills.
- Ability to communicate effectively in a multi-agency context.
- Negotiation skills including the ability to negotiate provision of services as well as changes to service levels.
- Ability to work under pressure.
- Ability to work independently and as part of a team.
- Ability to develop and maintain working relationships with providers, colleagues and external stakeholders.
- Analytical skills.
- Organisational skills.
- Excellent problem solving skills with a proactive approach to identifying and resolving issues including those beyond immediate work area.

English Language Skills:

You must possess the following linguistic skills when you start the position.

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Welsh Language Skills:

The following linguistic skills will be required within 2 years of appointment.

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- Level 5 Certificate in Principles of Commissioning for Wellbeing, or willingness to work towards the qualification within an agreed timescale

Desirable experience:

- Experience of working in social care or commissioning.
- Ability to evaluate commissioned services.
- Experience in procurement of goods and/or services.
- Managing shared mailboxes.
- Knowledge of social care legislation.

Desirable practical/personal skills:

- Knowledge of social care issues and challenges.
- Knowledge of quality assurance.
- Knowledge of the principles underpinning community care i.e. multi agency working, participation and individualised care planning.