



Job Description

Title - Commissioning & Contracts Officer

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| Post Number: | PC051 |
| Grade: | SO1-SO2 £31,434 - £36,177(dependent upon experience) |
| Weekly Hours: | 37 |
| Department: | Office of the Police and Crime Commissioner (OPCC) |
| Status: | Permanent |
| Responsible To: | Commissioning Manager |
| Responsible for: | N/A |
| Location Work base: | Force Headquarters |
| Job Role /Purpose: | To support the delivery of the Commissioning Framework that supports the achievement of the strategic priorities as set out in the Police and Crime Plan. To develop and monitor contracts and service level agreements for commissioned services. |
| Contacts: | Staff within the OPCC, relevant partners/agencies in community safety, criminal justice, health, social care, voluntary, community and social enterprise (VCSE) bodies and others with, and from, whom services may be commissioned both sub-regionally and regionally. Engagement with the local community of Leicester, Leicestershire and Rutland. |
| Equality and Diversity: | Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people |

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Essential Knowledge:

- Educated to degree level (or equivalent) or specific relevant experience.

Work Experience:

- Experience of commissioning and managing contracts.
- Able to work within a multi-agency partnership environment.
- Project management experience.

Personal / Interpersonal Skills, Aptitudes:

- Competent and confident in working with financial and other performance based information.
- Ability to research, analyse and interpret key information relating to specific commissioning intentions.
- Able to plan, prioritise and organise own workload without the need for close supervision.
- Excellent communication skills with the ability to explain complex issues to stakeholders in a clear, concise and understandable way.
- To be able to achieve results through skilled influence and negotiation.
- Experience of successfully developing and implementing contract management and performance monitoring systems to demonstrate results.

Special Skills:

- Must hold a full driving licence and be prepared to use own car for business purposes.*

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

- Project Management Qualification e.g. PRINCE2 or similar.

Work Experience:

- Understanding the current issues which are relevant to Police and Crime Commissioners.
- Experience of working in a community safety, criminal justice, social care or health care setting.

Personal / Interpersonal Skills, Aptitudes:

- The ability to identify key or underlying issues in complex situations.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

To support the development, review and delivery of the OPCC Commissioning Framework.

POLICE – STAFF

In conjunction with the OPCC performance support, to develop, implement and operate a reliable and transparent performance framework for monitoring the effectiveness of commissioning arrangements.

To be responsible for the contract monitoring system, and facilitate contract management meetings, to ensure that outcomes are being achieved.

The brokering of effective commissioning arrangements with community safety, criminal justice, health, VCSE and other partners as required.

To support the governance arrangements that will underpin partnership working between the OPCC, Leicestershire Police, other agencies and organisations.

To contribute to effective partnership working across the sub-region (Leicester, Leicestershire and Rutland).

To process purchase orders and invoices in accordance with the financial controls and procedures.

To support the Head of Commissioning and Resource Manager in undertaking the budget and financial monitoring for Commissioning and other projects.

To manage all elements of the small grants programme including the application process, administering grant documentation, processing payments and evaluating performance returns.

To organise and facilitate stakeholder and engagement events and represent the OPCC at operational meetings.

To be responsible for specific elements of the commissioning cycle and to take the lead on specific work streams and projects.

Communication:

Effective communication with community safety, criminal justice, health, VCSE and other partners to ensure that they are engaged in promoting existing, and developing new, solutions to the priorities set out within the Police and Crime Plan.

Liaison with the Procurement Department and East Midlands Police Legal Services to facilitate procurement and contractual development/ negotiations.

Administration:

The post holder will operate in a small team and will therefore be expected to be largely self-sufficient, organising work and other support tasks according to broad priorities set by the Head of Commissioning.

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of the Office of the Police

and Crime Commissioner.

Must be flexible, willing and able to travel and work in alternative locations within Leicester, Leicestershire and Rutland as the role requires.

This is a politically restricted role.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Recruitment Vetting (MV)

Car User: Yes