



**PERSON SPECIFICATION**

<b>Area:</b>	Office of the Police and Crime Commissioner (OPCC)	<b>Job Title:</b>	Commissioning and Contracts Officer	<b>Weekly Hours:</b>	37
<b>Section:</b>	Finance Team	<b>Scale:</b>	SO2	<b>Version:</b>	1
<b>Post No:</b>	PC051	<b>Status:</b>	Established/Full Time	<b>Version Date:</b>	September 2017

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

<b>Criteria</b> <i>Justifiable as necessary for safe and effective performance of the job.</i>	<b>Essential</b> <i>A clear definition of the necessary criteria.</i>	<b>Desirable</b> <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
<b>Education:</b>	1. Educated to degree level (or equivalent) or specific relevant experience.	11. Project Management Qualification e.g. PRINCE2 or similar.
<b>Knowledge, training and work experience:</b>	Significant experience of commissioning and managing contracts.	12. Understanding the current issues which are relevant to Police and Crime Commissioners.
	2. Experience of working and developing an effective multi-agency partnership environment including collaborating with high level stakeholders	13. Proven experience of working in a community safety, criminal justice, social care or health care setting.
	4. Project management experience.	
<b>Personal / Interpersonal Skills, Aptitudes:</b>	5. Competent and confident in working with financial and other performance based information.	13. The ability to identify key or underlying issues in complex situations.
	6. Ability to research, analyse and interpret key information relating to specific commissioning activities and services.	

	<p>7. Demonstrate an ability to plan, prioritise and organise own workload without the need for close supervision.</p> <p>8. Excellent communication skills with the ability to explain complex issues to stakeholders in a clear, concise and understandable way.</p> <p>9. Proven experience of relationship management ensuring that contracts achieve specified results.</p> <p>10. Demonstrate an ability to achieve results through skilled influence and negotiation</p> <p>11. Experience of successfully developing and implementing contract management and performance monitoring systems to demonstrate results.</p>	
<p><b>Special Skills:</b></p>	<p>9. Demonstrate the ability to consider and show respect for opinions, circumstances and feelings of people regardless of age, belief, disability, gender, race, religion, or sexual orientation.</p> <p>10. Be able to travel for work purposes (Reasonable adjustments within the Equality Act 2010 will be made).</p>	

## ROLE DESCRIPTION

<b>Job title:</b>	Commissioning and Contracts Officer
<b>Post no:</b>	PC051
<b>Scale:</b>	SO2
<b>Responsible to:</b>	Commissioning Manager
<b>Responsible for:</b>	None
<b>Contacts:</b>	The Police and Crime Commissioner, his deputy and staff within the OPCC, senior police officers and staff, 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.
<b>Role:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To develop and monitor contracts and service level agreements for commissioned services.</li> </ul>

<b><u>Duties</u></b>	<b><u>Responsibilities</u></b>
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<p><b>Operational:</b></p>	<ol style="list-style-type: none"> <li>1. To support the development, delivery and view of the OPCC Commissioning Framework.</li> <li>2. In conjunction with the OPCC performance support, to develop, implement, operate and evaluate a reliable and transparent performance framework for monitoring the effectiveness of commissioning arrangements/contracts</li> <li>3. To be responsible for the contract monitoring system, to organise and facilitate contract management meetings, to ensure that outcomes are being achieved.</li> <li>4. To broker the effective commissioning arrangements with community safety, criminal justice, health, VCSE and other partners as required.</li> <li>5. To support the governance arrangements that will underpin partnership working between the OPCC, Leicestershire Police, other agencies and organisations.</li> <li>6. To contribute to effective partnership working across the sub-region (Leicester, Leicestershire and Rutland).</li> <li>7. To manage the payment process (purchase orders and invoices) in accordance with the financial controls and procedures.</li> <li>8. To support the Commissioning Manager in undertaking the budget and financial monitoring for Commissioning and SPDF projects.</li> <li>9. To regularly deputise for the Commissioning Manager attending meetings and undertaking work where required in his absence.</li> <li>10. To manage all elements of the small grants programme including the application process, administering grant documentation, processing payments and evaluating performance returns</li> <li>11. To organise and facilitate stakeholder and engagement events and meetings</li> <li>12. To attend and represent the OPCC at operational and strategic meetings</li> <li>13. To be responsible for specific elements of the commissioning cycle and to take the lead on specific work streams and projects.</li> <li>14. To support the work of the Partnerships and Projects Manager particularly the commissioning and contract elements of specific projects</li> </ol>
<p><b>Communication:</b></p>	<ol style="list-style-type: none"> <li>15. 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.</li> <li>16. Liaison with the Procurement Department and East Midlands Police Legal Services to facilitate procurement and contractual development/ negotiations.</li> </ol>
<p><b>Administration:</b></p>	<ol style="list-style-type: none"> <li>17. The postholder 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 Commissioning Manager.</li> </ol>

<b>General</b>	<ul style="list-style-type: none"> <li>• Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people</li> <li>• Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</li> <li>• This role description should develop along with the changing demands of the Office of the Police and Crime Commissioner.</li> <li>• Must be flexible, willing and able to travel and work in alternative locations within Leicester, Leicestershire and Rutland as the role requires.</li> <li>• This is a politically restricted role.</li> </ul>
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**Additional Information:**

Contract Type: FTC

Date of last Job Evaluation Exercise: \_\_\_\_\_

Training Requirements: \_\_\_\_\_

PDR Activities and Behaviours: \_\_\_\_\_

Car User: 

Yes / No
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 Allowance *{per mile / day etc}*: \_\_\_\_\_

Budgetary Management: 

Yes / No
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 Authority to £ Value: \_\_\_\_\_

People Management: 

Yes / No
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 Total Number & Level: \_\_\_\_\_

Post Funding Method: \_\_\_\_\_

Owner/source of Funding: \_\_\_\_\_

IT Systems Required: \_\_\_\_\_

Skills Required: \_\_\_\_\_

Health tests required: \_\_\_\_\_

Risk Assessment: 

Yes / No
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Job Evaluation: 

Yes / No
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Security Check Level: RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3  
(strikethrough checks NOT required)

Additional Information: \_\_\_\_\_