

Person Specification Commissioning and Procurement Officer



Part A

The following criteria will be used to short-list at the application stage:

Essential

The candidate must be able to demonstrate they have:

- Proven experience, knowledge, skills of undertaking commissioning and procurement for Childrens/Adults Social Care services
- An understanding of the Social Care context, including local provider market challenges and commissioning implications
- An understanding of the opportunities presented by The Public Services (Social Value) Act
- Relevant experience and knowledge of safeguarding Children/Adults
- Experience of actively contributing to commissioning and procurement activity for example:
 - Market engagement and development
 - Driving measurable improvement through contract management/monitoring
 - Participating in a contract or grant award process
- Knowledge of how to apply quality and performance assessment methodologies to drive improvements in service delivery
- The ability to work positively and cooperatively within a diverse team and build effective working relationships with a range of stakeholders
- The ability to manage a varied workload and deal with competing priorities

Part B

The following criteria will be further explored at the interview stage.

- Items listed in essential criteria stated in Part A, **and**
- An understanding of how to work collaboratively to manage risk
- An understanding of the importance of information control and effective record keeping for both written and electronic data.
- An understanding of how to ensure equality when commissioning or procuring services
- Effective problem-solving skills

Additional Requirements:

Flexible approach to working hours and location to suit service delivery requirements