

Newcastle City Council

Job Description

Post Title: Commissioning & Procurement Lead Specialist AA3608
Evaluation: 625 Points **Grade: N9**
Responsible to: Senior Adviser: System Design
Responsible for: N/A
Job Purpose: To be a lead practitioner in commissioning and procurement activity to improve outcomes for users of care and support services in Newcastle.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To contribute to the design, coordination, promotion, implementation, monitoring and review of commissioning and procurement activity.
2. To collaboratively design and implement appropriate quality assurance and assessment approaches and oversee the collation and dissemination of this information to relevant stakeholders.
3. To contribute to the development of commissioning and procurement policies and procedures.
4. To represent the commissioning and procurement division and the Council in relevant internal and external groups and forums.
5. To undertake risk and opportunity analysis in relation to commissioned services and the broader market.
6. To mentor and guide Commissioning & Procurement Officers and be a first point of contact for raising issues in respect of quality and performance, safeguarding or other concerns.
7. To manage allocated commissioning budgets in accordance with the Council's financial regulations.
8. To assist in the development of links and partnerships with stakeholders that will improve services and outcomes for people in Newcastle.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.