

Post Title: Commissioning & Procurement Lead Specialist AA3608

Evaluation: 625 Points **Grade: N9**

Responsible to: Commissioner – Prevention and Inclusion Services or
Commissioner – Adult Social Care or
Commissioner – Children’s Services
Commissioner – Trading and Resources

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.