

**Person Specification  
Commissioning and Procurement Officer  
(Social Care and Inclusion Team)**



**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

1. Experience of applying commissioning principles, undertaking procurement activity, and contract management activity.
2. Ability to demonstrate relevant experience, skills and knowledge of undertaking commissioning and procurement in relation to one or more of the following category areas:
  - Children's or Adult Social Care
  - Public Health (for example drugs and alcohol, sexual health, wellbeing and health improvement, smoking cessation, 0-19 public health services)
  - Inclusion (for example homelessness prevention, domestic abuse, youth provision, early help and family support, special educational needs and disabilities; supporting community action and grants management.
3. Understanding of relevant government policy and its local implications for one or more of the above areas.
4. Understand the opportunities presented by The Public Services (Social Value) Act and demonstrate an understanding of Newcastle City Council's Social Value Commitment and ability to apply this to commissioning and procurement practice.
5. Understanding of quality and performance assessment methodologies and the ability to apply these in practice to drive quality improvement.
6. Excellent written and verbal communication skills, and the ability to influence and negotiate effectively.
7. Ability to manage a varied workload and deal with competing priorities.
8. Effective problem-solving skills and experience of working collaboratively to manage risk and building effective working relationships with a range of stakeholders.
9. Understanding of and commitment to the principles of equal opportunities.
10. Committed to contributing to positive change within and beyond the council.

**Desirable**

11. Qualification in commissioning or procurement equivalent to Regulated Qualification Framework (RQF) Level 5.

**Part B**

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

- Points listed within the essential criteria in Part A

- A positive approach to self development;
- Flexible approach to work, location, duties and hours