Commissioning and Procurement Officer

Job Description

Reports to: Programme Lead, Children's Commissioning and Procurement (Social Care, Sourcing and Payments

Direct reports: [None]

Evaluation: **549** points

Grade: **N8**

Reference: **AA3701**

Purpose

To assist Programme Leads and Client Officers with the coordination of Commissioning and Procurement activity to help secure social value and where appropriate improve outcomes for Newcastle residents.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To be the direct link between the Council and Providers to ensure Commissioned goods, works and services are operating to the required quality standards, reporting back any areas of non-compliance.

2. To contribute to the development of commissioning plans including, identifying business needs and future trends; analysing historical and forecasting expenditure to scope opportunities and ensure availability of accurate financial baselines; engaging with commissioned providers to monitor and report on quality; clearly identifying projected cashable efficiency savings.

3. To contribute to the development of innovative commissioning and procurement approaches that respond to the Council's policy agenda and priorities whilst ensuring that commercial risks are minimised.

4. Ensure that all procurement and contract management activity is undertaken in accordance with agreed corporate procurement process, the Council financial regulations and policy requirements, and other statutory regulations including the Public Contract Regulations 2015 and subsequently the Procurement Act 2023 and The Health Care Services (Provider Selection Regime) Regulations 2023.

5. To provide information reports to a range of Client Officer and member led forums to ensure a full understanding of the commissioned programme.

6. To contribute to the continuous development and improvement of the Commissioning and Procurement function including coaching and mentoring colleagues as required.

7. To contribute to budget monitoring by providing expenditure/income information as required to the relevant Commissioners.

8. To develop and maintain good working relationships with a range of internal and external stakeholders, to build consensus around commissioning approaches across the Council.

9. To support the Programme Leads and where relevant, other Council staff to develop and maintain effective contract management arrangements.

10. Ensure that the Council's Corporate Contract register and electronic procurement systems are accurately maintained and information is recorded on commissioning activity and pricing.

11. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.