# Commissioning and Procurement Officer – Children and Families

## Person Specification

We will use these criteria to assess your suitability for the job.

### Essential

1. Commitment to improving outcomes for Babies, Children, Young People and families in Newcastle.
2. Understanding of relational and restorative practice and a commitment to relational ways of working.
3. Broad understanding of commissioning practice in relation to services for Babies, Children, Young People and/or families, including the role of collaboration both within the city and regionally.
4. Experience of working within commissioning and/or procurement in relation to one or more of the following areas – children's social care, education and skills, early intervention and health services, early years services and/or youth services.
5. Ability to bring a creative and innovative approach to commissioning and procurement activities.
6. Ability to build strong networks and relationships with a range of stakeholders including internal clients, external Providers, Children, Young People and their families and regional colleagues.
7. Ability to manage a varied workload and deal with competing priorities.
8. A sound understanding of Public Contracts Regulations 2015 and the Procurement Act 2023 and ability to apply this knowledge to relevant public sector commissioning, procurement and contract management.

9. Understanding of quality and performance assessment methodologies and the ability to apply these in practice to drive quality improvement through contract monitoring
10. Excellent verbal and written communication skills
11. Understanding of the opportunities presented by The Public Services (Social Value) Act
12. Understanding of and commitment to the principles of equal opportunities

## Desirable

- Have or be working towards a Chartered Institute of Purchasing Supply (CIPS) qualification

## Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?