



Sheffield City Council Job Description

Assistant Commissioning Officer

Portfolio:	People
Service Area:	Commissioning, SEN and Early Help Prevention and Early Intervention – All Age
Grade:	6
Responsible To:	Commissioning Officer/Commissioning Manager
Responsible For:	Nil staff
Holidays and Sickness Relief:	For/by: Assistant Contracts Officer Commissioning Officer

Job Purpose

To undertake and/or assist in all tasks and processes concerned with the commissioning and procurement of services on behalf of People Portfolio, with a particular emphasis on the Integrated Commissioning Programme and People Keeping Well in their Community programme, including the letting and monitoring of contracts and contract compliance.

Duties and Responsibilities

Specific Duties and Responsibilities

1. To assist in the commissioning and procurement of services to help achieve the strategic objectives of the People Portfolio in accordance with the Procurement Strategy, City Council Standing Orders and appropriate legislation and regulations.
2. To work collaboratively with partners and key stakeholders to assist with the effective commissioning and procurement and management of services.
3. To participate in consultation with colleagues within the People Portfolio and other colleagues and service users inside and outside the City Council.
4. To contribute in providing an effective and professional link between the Portfolio and the independent and voluntary sector service providers within a commissioning and contracting framework.
5. To assist colleagues to ensure that best value principles are achieved within the commissioning and contracting process.
6. To assist in the preparation of commissioning and contract documentation and implementation of contract management arrangements, including the formal mechanisms of contract compliance and termination of contracts where appropriate.
7. To produce reports and maintain comprehensive records of procurement and contract management processes to legal requirements.
8. To undertake monitoring and payment arrangements in line with relevant policies and procedures, to ensure contract compliance of independent and voluntary sector service providers.
9. To initiate meetings with providers and visits to commissioned activities, to ensure outcomes are being met.
10. To ensure effective communication between the Council, partners and providers through events, newsletters and other appropriate channels.
11. Undertake any other duties and responsibilities, which do not change the character and purpose of the post.

General Duties and Responsibilities

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Know your Service Business Continuity Plan and follow the Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Person Specification

Post Title: Assistant Commissioning Officer

Minimum Essential Requirements	Assessment Method
Knowledge and Experience	
Knowledge of government legislation and policies relating to people and families remaining healthy, well and independent	Application / Interview
Demonstrate an understanding of commissioning and contracting processes.	Application / Interview
Experience of working effectively in a high pressure environment to prioritise and deliver against conflicting demands.	Application / Interview
Experience in project management and/or service development.	Application / Interview
Skills and Abilities	
Ability to use information technology to produce and present documents and financial reports.	Application / Interview
Ability to prepare and present reports which analyse complex issues and communicate them effectively.	Application / Interview
Ability to communicate effectively with a diverse range of people and organisations.	Application / Interview
Ability to negotiate effectively to achieve conflict resolution and positive outcomes.	Application / Interview /
Ability to participate in meetings to effectively achieve positive outcomes.	Application / Interview /
Ability to work effectively on own initiative and as part of a team.	Application / Interview /

Ability to search for new and innovative solutions to complex problems.	Application / Interview /
Commitment to working in partnership with colleagues, other agencies, service users and carers and independent and voluntary sector agencies	Application / Interview /
Awareness and commitment to the Council's policy in respect of Equal Opportunities	Application / Interview /
Qualifications	
Qualified in an appropriate professional qualification relevant to the post.	Application / Interview /
Behaviours – our ways of working	
Collaboration: Working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.	Application / Interview /
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	Application / Interview /
Innovation: Positively seeks to do things better. Participates in opportunities, challenges and changes. Encourages creativity, stretches and develops others.	Application / Interview /
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, shows respect and positive regard for others.	Application / Interview /

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

Health Risks Specification

Please see the tasks, where there are some potential, residual health risks for the job

Task	Potential Health Risk if X
ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>

