

**Post Title:** Commissioning and Procurement Officer AA3701

**Evaluation:** 549 points **Grade:** N08

**Responsible To:** Commissioner

**Responsible For:** N/A

**Job Purpose:** To assist Commissioners with the co-ordination of commissioning and procurement to help secure social value and, where appropriate, improve outcomes for Newcastle residents.

**Main Duties:** The following list 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 be the direct link between the Authority and the market to ensure commissioned 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 EU Public Procurement.
- 5 To provide information for reports to a range of 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 Commissioners 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 the Council's Equality Policy in all aspects of employment and service delivery.