CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE

DEPARTMENT: Children's Services / People's Commissioning	**SERVICE GROUP: Children in Care / Children Looked After & Care Leavers**
POST TITLE: Commissioning and Contracts Support Officer	**REPORTS TO: Contracts & Quality Manager**
GRADE: SO1 **£35,570 - £37,563**	**SAP POSITION NUMBER :** **50227767**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

To support the Commissioning and Contracts teams using a range of project management approaches to aid in the development, commissioning, mobilisation and monitoring of contracts across Bradford Council & Bradford Childrens & Family Trust (BCFT).

To assist in the gathering, collation, analysis and presentation of performance quality and finance data to support the function of the commissioning and contract teams.

Coordinate and undertake commissioning and contract management tasks as part of a project task group. Working closely with colleagues across Children's Services and in

other departments to ensure the development, establishment and sustainability of good quality service provision.

Main Responsibilities of Post:

To support the functions of the Team to meet the requirements of the commissioning strategy and plan by working on a project-led basis, including offering project coordination support from needs assessment to contract mobilisation, contract management, quality assurance and decommissioning of services.

To coordinate responses to enquiries from providers, partners and a range of stakeholders effectively and professionally.

To gather, analyse and record key documents as required to ensure compliance and transparency in the commissioning cycle and contract management.

To assist in gathering analysing updating and maintenance of electronic management information systems including databases.

To Work effectively with Commissioning and Contract colleagues alongside the Procurement Team to provide support to ensure tender processes are undertaken promptly and continued service delivery is provided for ongoing contracts.

To undertake routine investigations, checks and monitoring of quality standards in respect of the work carried out by providers as part of Contracts and service level agreements. To review performance to feed into reviews for future service arrangements.

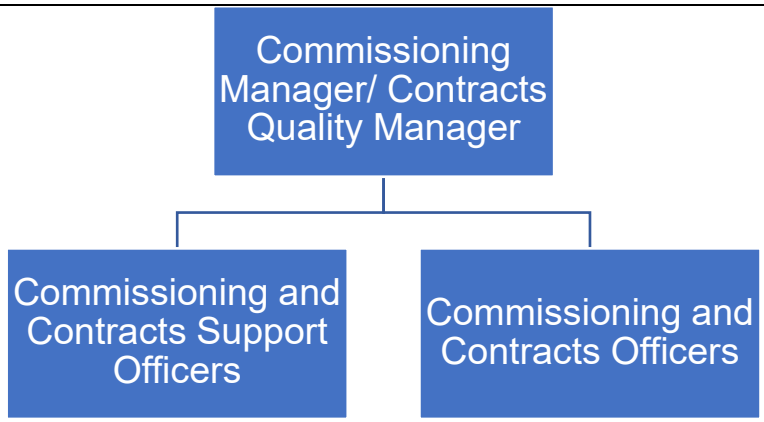
To support the development of effective arrangements for service users, carers and provider co production and engagement in service reviews and quality improvement

To champion transparency and fair processes in commissioning and actively challenge poor standards. Maintain due regard for equalities consideration throughout the contract management process and draft reports for decision-makers.

To participate in and provide training and development activities as necessary to ensure up-to-date knowledge and skills.

To keep abreast of policies, procedures, government guidance and legislation related to children's support services, contract & quality and support implementation of national guidance across the department's areas of responsibility.

Structure:



Special Knowledge Requirement: Will be used for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	x
Carries out the working practices, procedures and basic operations across a Commissioning of goods and services	X
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work.	X
Uses a wide range of basic computer applications	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources	X
Demonstrate an understanding of commissioning, contracting and procurement processes.	X
The ability to collect devise appropriate contract monitoring systems and reports and ensure relevant information is collected from contracted providers. Ability to analyse this information for meaning, quality and implication. Ability to use this information to draft appropriate briefings on contract performance both written and verbal to a range of audiences	X
Research skills to identify local, regional and national best practice and its utility in Bradford.	X
The ability to compile information used for contractor performance, including service costs and benefits which support effective decision making.	X

To develop constructive working relationships with colleagues, including a range of stakeholders, senior managers and leaders that support their engagement in the contract management process.	X

Relevant experience requirement: Will be used for shortlisting.
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.
Experience of analysing information for meaning, quality and implication and drafting reports on contract performance
Experience of working in a multi-agency environment and forging productive working relationships with partners. Strong communication skills with the ability to form positive relationships.
Experience of implementing creative and innovative solutions to routine problems
Experience in a role which includes supporting projects, service change or commissioning and contract management activities.
Relevant professional qualifications requirement: Will be used for shortlisting.
A Level 4 qualification in a relevant discipline or candidate can demonstrate equivalent level of skills and abilities required for the job
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees' capacity to manage. their workload and carry out a number of specific tasks accurately and at a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem-Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions:		
You will be informed outline if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by: **Mary Brittle** **Date: 18/05/17**	**Grade Assessment Date:** **26/05/17**	**Post Grade:** **SO1**