

PERSON SPECIFICATION



Area:	Office of the Police and Crime Commissioner (OPCC)	Job Title:	Commissioning Manager	Weekly Hours:	37
Section:	Office of the Police and Crime Commissioner	Scale:	PO43	Version:	1
Post No:	PC049	Status:	Established	Version Date:	September 2017

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. Educated to degree level (or equivalent) or specific relevant experience.	15. Post graduate management qualification.
	2. Evidence of continuous professional development.	
	3. Project Management Qualification e.g. PRINCE 2 or similar or Project Management experience that mirror the principles of PRINCE 2 or similar.	
Knowledge, training and work experience:	4. Significant experience of developing and managing commissioning and contracting functions within a partnership environment.	16. Understanding the current issues which are relevant to Police and Crime Commissioners.
	5. Experience of developing successful partnerships and integrated working arrangements to improve service quality and reduce costs.	17. Understanding the principles of change management and modernisation.

	6. Experience of securing and managing commissioning budgets.	
	7. Proven experience of working in a community safety, criminal justice, social care or health care setting.	
Personal / Interpersonal Skills, Aptitudes:	8. Proven ability to operate and achieve results through skilled influence and negotiation and not just through line management.	18. Consistently strives to achieve high quality service delivery which reflects the needs of local communities.
	9. Ability to translate strategy into achievable plans and actions.	
	10. Ability to plan, prioritise and organise own workload without the need for close supervision.	
	11. Excellent written and verbal communication skills with the ability to explain complex issues to stakeholders in a clear, concise and understandable way.	
Special Skills:	12. Demonstrate strategic awareness and political astuteness, to understand the sensitivities in a multi-agency operating environment.	19. Experience of managing Commissioning Budgets and ensuring adherence to the Budget, regulations and requirements.
	13. Demonstrate the ability to consider and show respect for opinions, circumstances and feelings of people regardless of age, belief, disability, gender, race, religion, or sexual orientation.	
	14. Be able to travel for work purposes (Reasonable adjustments within the Equality Act 2010 will be made).	

ROLE DESCRIPTION

Job title:	Commissioning Manager
Post no:	PC049
Scale:	PO43
Responsible to:	Finance Director (CFO)
Responsible for:	Commissioning and Contract Support Officers (2)
Contacts:	Police and Crime Commissioner, his Deputy and Staff within the OPCC, Chief Officers and senior police officers, Heads of Force Departments, relevant partners/agencies in community safety, criminal justice, health, public health, social care, voluntary, community and social enterprise (VCSE) bodies and others with, and from, whom services may be commissioned both sub-regionally and regionally. Engagement with the local community of Leicester, Leicestershire and Rutland and with national bodies such as the Ministry of Justice, Home Office and the Association of Police and Crime Commissioners.
Role:	<ul style="list-style-type: none"> • Strategic lead for all commissioned services funded by the PCC across Leicester, Leicestershire and Rutland. • To review, manage and deliver the Commissioning Framework that supports the achievement of the strategic priorities as set out in the Police and Crime Plan. • To be responsible to the Finance Director for the management of the commissioning budget. • To facilitate and support joint working across the sub-region and region in relation to commissioned projects and services. • To act as a key adviser for the OPCC in relation to the strategic commissioning of outcomes to support the delivery of the Police and Crime Plan.

<u>Duties</u>	<u>Responsibilities</u>
Operational:	<ol style="list-style-type: none"> 1. Review, manage, develop and deliver the Commissioning Framework, ensuring a Framework is produced to support the full term of each Police and Crime Plan and is reviewed annually in line with the Budget and Timetable. Highlighting any issues or queries to the Finance Director in a timely and structured manner. 2. To ensure effective delivery of the full Commissioning Framework, in line with the Commissioning Budget (to include Commissioning, Victims and SDF), ensuring a knowledge of the full Commissioning Budget, that all budget holder requirements are met and ensure that it delivers value for money and the required outcomes. 3. To commission / decommission and/or re-commission services in line with the Commissioning Framework. 4. Lead the negotiation of effective commissioning arrangements with community safety, criminal justice, health, VCSE and other partners and in conjunction with Procurement and Legal advisers to ensure appropriate processes are followed. 5. To be responsible for the management of contracts and funding agreements, including effective governance arrangements that will support partnership working between the OPCC, the Police, other agencies and organisations. 6. To be the Lead for the Ministry of Justice Victims and Witnesses and other potential Commissioning Grant Allocations, ensuring the conditions of the Grant are met and that returns are completed and shared with the Finance Director in an accurate and timely manner, ensuring full workings and documentation is produced to support them. 7. To take the day-to-day lead on all issues relating to commissioning arrangements, including attending relevant meetings where Commissioning is discussed and performance and budgets are considered with the Police and other recipients of Commissioning Funding. 8. To ensure the design and delivery of a PCC Grants process, ensuring it is in line with appropriate guidelines and is transparent and defensible. Liaising as appropriate to ensure it is effectively communicated. 9. Prepare written briefings as required, précising complex and detailed information and/or legislation into a succinct briefing document that captures the salient points and takes account of the wider landscape in which the PCC operates. 10. To undertake close working with the Force on all PCC Commissioning activities to ensure the Force are updated on potential activities in a timely manner and to ensure PCC Commissioning takes cognisance of Force potential needs and future requirements. 11. Ensuring the Production of all key documents and returns to support the Commissioning Framework. 12. Undertake systematic and routine engagement at appropriate levels with community safety, criminal justice, health, public health, social care, VCSE and other bodies to fully understand and present the opportunities of joint working.

Communication:	<p>13. Working with the Communications Manger ensure consistent, intuitive and effective communication with the Force, Community safety, criminal justice, health, public health and social care, VCSE and other partners to ensure that they are engaged in promoting existing, and developing new and innovative , solutions to the priorities set out within the Police and Crime Plan.</p> <p>14. Liaison with the Procurement Department and East Midlands Police Legal Services to facilitate procurement and contractual development/ negotiations.</p> <p>15. To sit on and actively contribute to internal and external strategic boards.</p>
Administration:	<p>16. The postholder will operate in a small team and will therefore be expected to be largely self-sufficient, organising work and other support tasks according to broad priorities set by the Finance Director.</p>
General:	<ul style="list-style-type: none"> • Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people • Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. • This role description should develop along with the changing demands of the Office of the Police and Crime Commissioner, as that role embeds. • Must be flexible as will be required to travel and work in alternative locations within the Force area as the role requires. • This is a politically restricted role.

Additional Information:

Security Check Level:
(strikethrough checks NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

Politically restricted post
