

ROLE PROFILE

Role Title:	Commissioning Support Officer
Department/Unit:	Office of Police Crime Commissioner
Rank/Grade:	Scale 6
Reporting to:	Head of Strategic Partnerships and Commissioning
Main purpose of the role:	To support the effective and efficient management of contracts and grants in line with the Police and Crime Commissioner's 'Commissioning and Grants Strategy' To contribute to achieving the vision, purpose and values of Cambridgeshire Constabulary.

Key Responsibilities

- To support the Head of Strategic Partnerships and Commissioning to effectively manage all the contracts and grants awarded by the Police and Crime Commissioner (from a range of funding pots) to help deliver against the shared outcomes set in the Police and Crime Plan. This will use the Understand, Plan, Do Review Commissioning Cycle, and include (but will not be restricted to):
- Managing the effective administration required at all stages of the commissioning cycle in particular arranging and proactively supporting all contract management and relevant partnership meetings including: developing agendas; ensuring the monitoring information is available and taking accurate notes in a timely manner.
- Supporting the commissioning of local needs assessments and service user and provider engagement to act as the evidence base to inform future commissioning/funding decisions
- Contributing to the development of new, or the revision of existing service specifications
- Contributing to the development of output and outcome monitoring frameworks to measure the effectiveness of service provision
- Building informed and trusted relationships with key providers and stakeholders and ensuring all monitoring data is submitted on time
- Proactively analysing all monitoring information and supporting the completion of a multitude of output and outcome monitoring returns to central government departments within the deadlines set
- Contributing to the annual review of all funding awards; supporting the safe decommissioning of services where required
- Supporting the development of bids into national funding streams in line with local needs and strategies
- Providing resilience for all office functions including the drafting of responses to relevant correspondence, supporting events management and general support to the Commissioner and his Deputy as required

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

Entry Requirements

- Further education qualifications to NVQ Level 3 or equivalent
- Experience of public sector commissioning, contract management of procurement processes
- Experienced in the use of range of Microsoft products; evidence of a good grasp of Excel
- Excellent interpersonal (confident and tenacious) and accurate written and verbal communication skills
- Superior planning and organisation skills with the ability to multi-task
- Aptitude to understand, collate and process complex information from a variety of sources.
- Personal resilience to deal with varying workloads

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- Ability to negotiate, problem solve and work creatively in a continually changing environment.
- Experience of working on projects and analysing data with strong report writing skills.
- Flexible approach to work as this role will very occasionally involve some weekend and evening work
- Full clean driving licence and access to a vehicle as this post requires travel across the county

Any other General Requirements/Scope

- The post holder will be required to travel to different locations across the county for work, meetings and training events.
- The post holder will need to possess a full driving licence.
- The post holder will occasionally be required to work in different locations across the County.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to work additional hours.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

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Personal Qualities (Behavioural Competencies)
We are emotionally aware <p>I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</p>
We take ownership <p>I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</p>
We are collaborative <p>I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.</p>
We deliver, support and inspire <p>I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</p>
We analyse critically <p>I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.</p>
We are innovative and open-minded <p>I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.</p>