



Cumberland Council

Post Specification

Date	June 2023
PG Number	6462
Post Title	Commissioning Assistant - Transport
Job Family	Organisational Support
Job Family Role Profile	OS7
Final Grade	Grade 7

To be read in conjunction with the job family role profile

Service Area description	
Commissioning, Procurement and Contract Management	
Purpose of this post	
To assist the Commissioning team, supporting the service areas to deliver effective and efficient service outcomes for its customers.	
Key job specific accountabilities	
<p>1. To assist in the delivery and implementation of commissioning plans, and assist to rationalise and align services commissioned.</p> <p>2. Understand and apply policy/rules/procedures and or statutory obligations in the area of designated responsibility to ensure consistent application, and highlight any anomalies to line management.</p> <p>3. Ensure data is accurately recorded, in a timely fashion, on Council systems, databases and spreadsheets, inputting and verifying information required. Extracting data and assist the Commissioning team to analyse and interpret.</p> <p>4. Develop and maintain relationships across directorates and external stakeholders, establishing responsive communication networks. Assist in the identification and management of the marketplace.</p> <p>5. Provide support to the Unit Management Team, assisting in the production of reports, presentations, and briefings as required.</p>	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">• None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<p>The Following are required in addition to the general role profile description attributes:</p> <ul style="list-style-type: none">• Ability to demonstrate knowledge of the commissioning process and the commissioning/procurement cycle.• Experience of assisting in the successful delivery of initiatives, projects and outcomes.	

- Experience in stakeholder engagements and supplier liaison.
- Ability to work positively under pressure in an environment with tight and strict deadlines with conflicting priorities

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Minimal
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • Normal
Other Factors	
<ul style="list-style-type: none"> • 	