



Cumberland Council

Post Specification

Date	December 2023
PG Number	6461
Post Title	Commissioning Officer
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	Grade 9

To be read in conjunction with the job family role profile

Service Area description	
Integrated Home to School Transport Team - Commissioning, Procurement and Contract Management.	
Purpose of this post	
To ensure that an effective and efficient service Home to School Transport Service is delivered for its customers.	
Key job specific accountabilities	
<ul style="list-style-type: none">To assist the Transport Lead with provision of effective advice, guidance, co-ordination and support across both the council directorates and their partners, regarding all Home to School Transport functions.To assist on networking across all the Council directorates in relation to the identification, development and maintenance of comprehensive commissioning plans to ensure joined up/integrated working takes place through the Integrated Home to School Transport Team.To utilise data and information, both internal and external, to provide quality needs analysis, to inform commissioning/procurement activity.To contribute to highly effective market analysis and development to identify best practice and ensure efficient use of funds.Assist in developing, assessing, maintaining the multiple supplier chains.	
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">
Staff Management Responsibilities	<ul style="list-style-type: none">
Other	<ul style="list-style-type: 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">Significant period of relevant working, delivering proven outcomes in a commissioning/procurement function.NVQ3 or equivalent in a relevant subject or equivalent demonstrable experience.	

<ul style="list-style-type: none"> • Knowledge of the commissioning process. • Experience of consultation with a wide range of stakeholders/end users 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. <ul style="list-style-type: none"> ○ 	
Job working circumstances	
Emotional Demands	
Physical Demands	
Working Conditions	
Other Factors	
<ul style="list-style-type: none"> • • 	