



Cumberland Council

Post Specification

Date	March 2023
PG Number	6716
Post Title	Commissioning Assistant
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	
People Commissioning Service. Posts will work in one of the following areas:	
<ul style="list-style-type: none">• Older Adults• Children and young people (learning disability, physical disability, education, mental health, transitions, services for LAC, young carers, SEND)• Sexual health, substance misuse and NHS health check services (adults with learning disabilities (including the TC cohort), mental health, ABI and services for those undergoing transition)• Public Health	
Purpose of this post	
To support the People Commissioning team to deliver an effective and efficient service.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. To assist the Commissioning team with the provision of effective advice, guidance, co-ordination and support across both the Council and partners, regarding commissioning and commissioning support activities.2. Assist in the administrative tasks surrounding the commissioning of services.3. Assist in the administrative tasks surrounding the contract management of low risk and / or value services.4. Ensure data is accurately recorded, in a timely fashion, on Council systems, databases and spreadsheets, inputting and verifying information required. Extracting data when required, and assisting the Commissioning team to analyse and interpret.5. Assist in consulting with key stakeholders, service users, partners and others with consultation exercises involving surveys, data collection and collation and analysis.6. Use of E5.	
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	
<ul style="list-style-type: none">• Good general standard of education to NVQ level 2/3 in Business Administration, or equivalent experience or knowledge in the relevant work area.• Knowledge of commissioning processes and procedures.	

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances**Emotional Demands****Physical Demands****Working Conditions****Other Factors**

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