

Post Specification

Date	October 2024
PG Number	8341
Post Title	Human Resources and Organisational Development (HROD) Framework Officer
Job Family	Organisational Support
Job Family Role Profile	OS11
Final Grade	Grade 11

To be read in conjunction with the job family role profile

Service Area description

This post is based within the HROD Service which incorporates the Human Resources, Organisational Development and Workforce Training, Apprenticeship and Early Careers, Health and Safety and Occupational Health functions of the Council.

This post has responsibility for the commissioning, procurement and contract management of the:

- Apprenticeship Training and Assessment Framework
- Learning and Development Framework, and other
- associated HROD and Early Careers services and contracts

within the Council and its school network across Westmorland and Furness and will work closely with colleagues in the Commissioning and Procurement Service within the Council.

Purpose of this post

To lead all aspects of commissioning, procurement and contract management of the Council's HROD service in accordance with Public Contract Regulations 2015, The Procurement Act 2023, NHS Provider Selection Regime 2023 and the Council's Contract Procedure Rules; the Sustainable Procurement Strategy, the Council Plan and the People Plan.

Key job specific accountabilities

- To lead and manage the commissioning, procurement and contract management of the Council's:
 - Apprenticeship Training and Assessment Framework
 - Learning and Development Framework, and
 - other relevant HROD and Early Careers services and contracts.
- This includes being responsible for all aspects of tendering in accordance with the Procurement/Commissioning Cycle, tendering administration (including use of the electronic tendering portal) and the publication of legally required contract notices in accordance with procurement law.
- To have an in-depth knowledge of relevant legislation/procedures to provide effective advice, guidance, co-ordination and support across HROD and Early Careers Services regarding procurement and contract management activities on a broad range of contracts.
- To provide effective guidance in relation to the routes to procurement, low value tenders and fully regulated contracts, making sure both low and high risk procured services are properly and robustly monitored, contract managed and specified targets relating to outputs and outcomes are achieved and reported through contract management processes, including

action planning and the provision of detailed analysis as required.

- Work collaboratively with colleagues within the HROD and Early Careers services and across the Council to develop tender documents including service specifications, ITT documents and KPI's.
- To develop, implement, manage and review quality and financial management systems and procedures to enable contracts to operate effectively and achieve required outputs and outcomes.
- To develop and maintain effective and successful relationships with colleagues (external and internal) and Providers, monitoring and escalating concerns and good practice when necessary, in relation to the performance of the contract.
- To develop, assess and maintain multiple supplier chains; working closely with contract providers to develop productive working relationships and to inform, advise and support the service to develop the local provider market.
- Please note annual targets will be discussed during the appraisal process.

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Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none">• Responsible for monitoring contract spend circa £25m• Responsible for procedures in relation to procurement and finance.
Staff Management Responsibilities	<ul style="list-style-type: none">• N/A
Other	<ul style="list-style-type: none">• This post will be line managed within the HROD service, with the technical aspects of the role being matrix managed by the Commissioning and Procurement Team• Direct contact and engagement with key internal stakeholders• Direct contact with multiple external stakeholders i.e., training providers, Schools

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications:

- Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4) in a relevant area

Knowledge:

- Knowledge of relevant legislation, guidance and standards
- Knowledge and/or experience in the application of the procurement/commissioning cycle
- Knowledge and understanding of financial systems and processes

Experience:

- Experience of commissioning, procurement and contract management
- Experience of implementing and managing change

Expertise:

- Good project management and data analysis skills
- Good interpersonal skills including negotiating and conciliating
- Political awareness

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">• None
Physical Demands	<ul style="list-style-type: none">• None
Working Conditions	<ul style="list-style-type: none">• None
Other Factors	
<ul style="list-style-type: none">• Ability to travel independently across the County and beyond	