

Job Advert	Role: Senior Commissioning and Contracts Officer Office of the Police and Crime Commissioner
Salary	Band E £28,713 - £33,108
Contract	Permanent
Hours	37 hours per week
Location	Carbrook House, Sheffield, S9 2EH
Role Purpose	The Senior Commissioning and Contract Officer will support / enable the delivery of an integrated commissioning strategy for the South Yorkshire Police and Crime Commissioner, including victim support services. Overall the post holder will support the delivery of the Police & Crime Plan outcomes and fulfil statutory requirements.
Main duties	<ul style="list-style-type: none"> • Support the Chief Finance and Commissioning Officer and Partnership and Commissioning Manager to deliver the commissioning strategy for the Police and Crime Commissioner (PCC). • Support the Chief Finance and Commissioning Officer and Partnership and Commissioning Manager to develop and deliver commissioning/grant processes for victim and other services across, including responsibility for the negotiation, implementation and management of contracts. • Using reviews of the experiences of victims, witnesses who are victims and other vulnerable people to improve both services provided to victims and other vulnerable people and their journey through the CJS. • Receive, interpret, provide and advise on statistical information that will help determine the delivery of the Police & Crime Plan in relation to the needs of victims and other services across in South Yorkshire. • Identify and promote opportunities for CJS and other partner agencies within South Yorkshire to develop a coordinated and consistent approach to services for victims and other services as appropriate. • Negotiate and influence senior managers at a strategic level across multiple organisations to effectively deliver integrated victim and other services across South Yorkshire. • Develop contract specifications, key performance indicators (KPIs), tender specifications and evaluate tenders to enable effective contract management of providers and ensure that confidence and satisfaction of victim and other services is achieved and maintained. • Provide professional advice on commissioning and contract matters to members of the OPCC to ensure that matters are managed within Financial Regulations and Contract Standing Orders to minimise financial, legal or reputational risk. • Manage resources to meet budget constraints. • Write and/or contribute to national and local policy setting reports. • Act as a lead officer responsible for acquiring additional funding to commission services to contribute to the delivery of Police & Crime Plan outcomes. • Develop and manage supplier relationship opportunities to build capacity in the supplier market. • Lead, motivate and mentor the Commissioning and Contract Officer.
Skills and Experience	For further information relating to the role, including the required skills and experience please refer to the attached role profile and person specification
Benefits	We offer generous entitlements and supportive policies to enable a better work-life balance, some of which are listed below: <ul style="list-style-type: none"> • Annual leave allowance • Flexible working • Employee assistance service (accessible 24/7) • Pension scheme
Further information	Applicants must meet the all of the essential requirements. Successfully undergoing recruitment vetting is a pre-requisite requirement for employment with the Police and Crime Commissioner.
Closing date	24th January 2019
Interview date	11th February 2019
Contact point for applicants	For further information about the role, please contact the Office of the Police and Crime Commissioner on 0114 2964150.
Apply for the role	To apply for the role, please click the 'Apply' button

