

<b>Job Advert</b>	Role: <b>Commissioning and Contracts Officer</b> Office of the Police and Crime Commissioner
<b>Salary</b>	Band D £24,273 - £27,795
<b>Contract</b>	Permanent
<b>Hours</b>	37 hours per week
<b>Location</b>	Carbrook House, Sheffield, S9 2EH
<b>Role Purpose</b>	The Commissioning and Contract Officer will support 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.
<b>Main duties</b>	<ul style="list-style-type: none"> <li>• Support the Partnership and Commissioning Manager and Senior Commissioning and Contract Officer to deliver the commissioning strategy for the Police and Crime Commissioner (PCC).</li> <li>• Support the Senior Commissioning and Contract Officer to develop and deliver commissioning/grant processes for victim and other services across, including responsibility for the negotiation, implementation and management of contracts.</li> <li>• Support the use 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.</li> <li>• Support the receipt and interpretation of statistical information that will help determine the delivery of the Police &amp; Crime Plan in relation to the needs of victims and other services across in South Yorkshire.</li> <li>• Assist in the Identification and promotion of 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.</li> <li>• Support and/or 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.</li> <li>• Provide general 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.</li> <li>• Support the management of resources to meet budget constraints.</li> <li>• Write and/or contribute to national and local policy setting reports.</li> <li>• Contribute to activity to secure additional funding to commission services to contribute to the delivery of Police &amp; Crime Plan outcomes.</li> <li>• Support the development of supplier relationships to build capacity in the supplier market.</li> </ul>
<b>Skills and Experience</b>	For further information relating to the role, including the required skills and experience please refer to the attached role profile and person specification
<b>Benefits</b>	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"> <li>• Annual leave allowance</li> <li>• Flexible working</li> <li>• Employee assistance service (accessible 24/7)</li> <li>• Pension scheme</li> </ul>
<b>Further information</b>	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.
<b>Closing date</b>	<b>24<sup>th</sup> January 2019</b>
<b>Interview date</b>	<b>18<sup>th</sup> February 2019</b>
<b>Contact point for applicants</b>	For further information about the role, please contact the Office of the Police and Crime Commissioner on 0114 2964150.
<b>Apply for the role</b>	<b>To apply for the role, please click the 'Apply' button</b>