

Recruitment person specification

Post being recruited for: Commissioning and Contracts Officer

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Experience of managing data and record systems in an appropriate manner, ensuring compliance with the Data Protection Act. Experience of working with people with a range of backgrounds and professional disciplines. Experience of compliance monitoring, reporting, and contract and supplier management. Experience in using performance information to drive better planning, risk management and value for money. Practical experience in programme/project working. Outstanding communication skills and ability to communicate clearly and succinctly. Experience of the procurement process and management of frameworks and contracts.	Experience of research and investigation techniques. Experience of working with a range of services and organisations.
Knowledge, skills and understanding	Have an up-to-date knowledge of housing and homelessness, housing support and regulatory legislation. Knowledge of relevant commissioning plans and the strategic approach taken by the Council towards homelessness prevention. Understanding of the financial and commercial issues affecting the Council and the wider public sector in Scotland. Ability to review, develop and implement systems/procedures to provide opportunities for improvement and ongoing support to ensure good stakeholder buy in and compliance. Proven ability in negotiation, influencing and developing and maintaining stakeholder relationships. Knowledge and understanding of Procurement processes and rules.	
Qualifications and training	Educated to degree level or equivalent or have demonstrable experience in commissioning, homelessness, or a related area.	

Job specific requirements	Manage and monitor framework, contract management and grant processes across the service. Implement standard procedures for managing Frameworks, contracts and grants based on best practice. Support risk analysis, risk assessment risk mitigation and compliance monitoring to support risk mitigation. Support the delivery of financial savings and efficiencies of the service relating to Service Frameworks.	
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