



POST TITLE	CONTRACTS & COMMISSIONING MODERN APPRENTICE
DIVISION / SECTION	CHILDREN, EDUCATION AND JUSTICE SERVICES
DEPARTMENT	PLANNING & COMMISSIONING TEAM PERFORMANCE QUALITY AND IMPROVEMENT
RESPONSIBLE TO	CONTRACT OFFICER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

Modern Apprenticeships (MAs) offer the chance of paid employment combined with the opportunity to do training relevant to the occupational area. You will be required to do the Business Administration Modern Apprenticeship SCQF 6 qualification within this role

PURPOSE OF JOB

- The purpose of this role is to support the effective delivery of commissioning, procurement, and contract management activities across the organisation. Working under supervision, the Modern Apprentice will develop practical skills and knowledge in commissioning processes, contractual compliance, performance monitoring, and supplier engagement.
- The postholder will contribute to ensuring that services are high-quality, cost-effective, meet local need, and comply with organisational policies, financial regulations, and statutory requirements.
- As part of their apprenticeship, they will undertake learning while gaining hands-on experience in a professional environment

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Assist in the gathering, analysis, and presentation of data to inform commissioning decisions and service reviews.
- Help maintain contract documentation, monitor performance indicators, track contract expiry dates, and support the preparation of reports.
- Assist with communication between service providers, internal teams, and external partners to ensure smooth contract delivery.
- Provide accurate, timely administrative support including minute-taking, document preparation, record-keeping, and updating management systems.
- Participate in the collection of detailed knowledge of current practice within the client groups, monitor reports/ research findings for planning and commissioning of services for children and young people service.
- Undertake any other duties which may be allocated as and when required.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)

- Motivated and able to use own initiative to make decisions and identify solutions to problems not previously experienced.
- Well-developed communication skills with an ability to research specific issues.
- Core Skill qualifications in Communication, Problem Solving and IT (or equivalent) Able to 'think outside the box' and work collaboratively with teams across the Council, NHS Lothian and other partners, communities and citizens.
- Good knowledge and experience of using Microsoft office software
- Understanding of confidentiality, data protection, and professional standards
- Be able to follow and comply with procedures when dealing with sensitive and confidential information in order to comply with the Data Protection Act
- Interest in procurement, contracts, social care, or public sector service delivery.
- Willingness to learn about contract management, performance monitoring, and commissioning cycles.
- Willingness to deal with a variety of customers, both face-to-face and over the telephone in a manner which meets the Council's Customer Care Standards
- Willingness to accept feedback and use this to improve performance

ENVIRONMENT

- Physical demands and conditions will be predominantly within the range of normal office based activities but will also visit projects involving children, young people and adults.
- Expected to be responsive and flexible to a varied workload with competing deadlines.
- Expected to work in an office environment.
- Able to cope with the demands of the job and attend on a regular basis
- Willingness to be involved in team tasks and adapt to ongoing changes within an office.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- There is no management or supervision of staff required in the role

RESOURCES

- The post will have shared responsibility for the security and maintenance of council wide information systems.

HEALTH AND SAFETY

- The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.