Nottinghamshire County Council

Job Description

Title	*Service Group*	*Post Ref*
Commissioning and Contracts Assistant	**Transport and Travel Services**	

Job Purpose

To assist in the delivery, performance, compliance, scrutiny and commissioning of passenger transport contracts and services for Transport and Travel Services

Key Responsibilities

1. To contribute to the commissioning and management of passenger transport service contracts and service level agreements for SEND, Mainstream (home to school), Adult Social Care & Health and Ad Hoc transport requests
2. Prepare contracts and service level agreements.
3. Collate, input and analyse performance management data provided by stakeholders and suppliers for Transport and Travel services.
4. Contribute to the delivery of the compliance monitoring programme
5. Contribute to the contract management schedule, with all providers, in line with the Procurement Act 2023, to ensure that good working practices are followed and KPI's are set and met
6. To maintain and build positive relationships with internal and external suppliers.
7. Research best practice across the sector and collate information to inform the development of alternative Commissioning models in conjunction with the Procurement service.
8. Ensure that the Commissioning arrangements comply with the Procurement Act 2023

Key Accountabilities

1. To be accountable for the specified service targets agreed with the Commissioning and Contracts Manager
2. Effective input into the procurement, commissioning and delivery of the services, contracts and variations in accord with the Procurement Act 2023
3. Ensure the provision of accurate passenger data and budget monitoring information for management use and analysis.
4. Effective input into the delivery, monitoring and management of all costs associated with service delivery.
5. Ensure all contracts meet legal duties and requirements and action any changes to the Commissioning service as a result of changing practices, strategies and regulations.
6. Provide appropriate, relevant and timely advice and reports to the Commissioning & Contracts Manager.
7. Identify opportunities for service improvement, support, implementation and evaluation of agreed charges.

9. Ensure that National and County Council Safeguarding and Child Protection measures are followed 10. To be responsible as directed by the Commissioning & Contracts Manager for: o Compliance o Commissioning o Service Performance o Client engagement	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification		
Title	***Service Group***	***Post Ref*** *Add ref*

Education and Knowledge	***Leadership and Management Skills***
1. Evidence of continual professional development. 2. NVQ Level 3 in business management/commissioning/passenger transport plans or equivalent. 3. Knowledge and understanding of commissioning transport legislation. 4. Knowledge of budget and contract monitoring. 5. Knowledge of report writing. 6. Knowledge of passenger transport planning and operations 7. Knowledge of County Council policies and procedures including procurement guidelines.	1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 2. Anticipates customer needs to provide excellent service, continually striving to improve efficiency and effectiveness. 3. Ability to respond sensitively to customers where there may be emotional concerns or conflict 4. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 5. Ability to make decisions and solve problems to meet operational targets, involving devising solution sand prioritising tasks. 6. Ability to meet agreed objectives and delivery targets by the effective use of resources. 7. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards.

Experience 8. Minimum of 3 years' experience within the service area. 9. Of collecting, analysing and interpreting complex data and preparing reports for Senior Officers. 10. Of verbal and written communication with customers, partners and team members 11. Using bespoke software systems to maintain accurate financial and client information and to create reports as required 12. Of contract commissioning, contract monitoring and monitoring budgets. 13. Of a high level of accuracy in recording and reporting financial details and operational issues 14. Of working across the Council Council departments and with external organisations.	

Role Dimensions

15. To support the delivery, development and operation of the Commissioning Service. This equates to approximately 1,200 contracts - 750 SEN, 235 Mainstream (home to school) and 250 ASCH and Adhoc contracts.
16. To ensure all commissioning arrangements and contract management for the service is in accordance with The Procurement Act 2023.
17. Monitoring of service costs.
18. Supports the development of Commissioning for Services with a value of £38 million.
19. Supports the development of internal Improvement Plans with the Commissioning and Contracts Manager
20. To maintain and good relationships with partners, suppliers and other local/public services.

Please attach a structure chart