



# HM Prison & Probation Service

## **NPS Job Description (JD)**

### **NPS Band 3**

#### **Directorate: National Probation Service**

#### **Job Description: Commissioning and Partnerships Officer**

<b>Document Ref.</b>	NPS-JES-0091 Commissioning & Partnerships Officer v1.0
<b>Document Type</b>	Management
<b>Version</b>	1.0
<b>Classification</b>	Official
<b>Date of Issue</b>	25/02/2021
<b>Status</b>	Baselined
<b>Produced by</b>	Head of Group
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

## NPS Job Description

<b>Job Title</b>	Commissioning and Partnerships Officer
<b>Directorate</b>	National Probation Service
<b>Band</b>	3

<b>Overview of the job</b>	<p>The purpose of the Commissioning and Partnerships team is to work closely with operational and contract managers within the region, commercial colleagues, policy leads, external partners/commissioners, providers and service users to identify service needs, review existing services, build partnerships, develop knowledge and build expertise within the business, design new services, source providers and then monitor the effectiveness of commissioned services to promote innovative and strategic solutions and deliver quality, value for money services that meet service user needs and reduces reoffending.</p> <p>The Commissioning and Partnerships Officer will contribute to the development and implementation of commissioning plans and products and support partnership activity. They will lead on secretariat, planning and research activities to support commissioning and/or recommissioning of services across the region.</p> <p>They will be line managed by a Commissioning and Partnerships Manager, who will lead on the delivery for a specific portfolio of services or need areas.</p>
<b>Summary</b>	<p>The post holder will support the production and implementation of service/need specific commissioning plans and regional commissioning strategy.</p> <p>The will be responsible for developing reports or briefings for senior managers, portfolio leads and local/regional partners to support the monitoring and reporting of regional commissioning strategy and service/need specific commissioning plans.</p> <p>They will support operational staff and managers to deliver their responsibilities for the portfolio area. This may include offering consultancy and advice, delivering local training and briefings.</p> <p>They will support the Commissioning and Partnerships Manager in undertaken budget and financial monitoring for commissioning projects.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Collate and provide quantitative and qualitative analysis of needs and demand data to support Commissioning and Partnerships Manager, including conducting focus groups with staff and service users.</li> <li>• Drafting and amending service specifications for new and existing services and support the development of a portfolio of evidence-based service specifications.</li> <li>• Responsible for developing regional and service/need area reporting system to monitor effectiveness of existing commissioning arrangements and availability of local services to inform review and planning.</li> <li>• Support on regional involvement in grants and procurement processes, including organising market warming and engagement, producing key grant and procurement documents and support evaluation of bids.</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing secretariat support to regional, cross-regional and multi-agency governance or project groups with a range of internal and external stakeholders.</li> <li>• Responsible for organising and facilitating stakeholder and engagement events and meetings</li> <li>• Responsible for establishing productive and effective relationships with relevant internal and external stakeholders at a local, regional and national level in line with designated portfolio area to support commissioning activity.</li> <li>• Develop, maintain and update regional partnership agreements and ensure these are linked to business planning for the region.</li> <li>• To undertake and lead specific project work as instructed by the Commissioning and Partnerships Manager</li> </ul> <p>The duties/responsibilities listed above describe the post is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Delivering at Pace</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Changing and Improving</li> </ul>
<b>Strengths</b>	NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Experience of commissioning and/or recommissioning services, including assessing need, reviewing services and developing service specifications.</li> <li>• Awareness of procurement and grants within the public sector context.</li> <li>• Experienced in the field of partnership working.</li> <li>• Awareness of community safety, criminal justice, social care, housing or health care setting.</li> <li>• Good oral and written communications skills</li> <li>• Experience of undertaking research and formulating options, along with problem solving abilities</li> <li>• Experience of project management.</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Proven experience of working in a community safety, criminal justice, social care, housing or health care setting.</li> <li>• Good understanding of services to offenders delivered in the community or through-the-gate (upon release from prison)</li> </ul>
<b>Technical requirements</b>	None
<b>Ability</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>

## Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Seeing the Big Picture			Awareness of procurement and grants within the public sector context.	
Delivering at Pace			Awareness of community safety, criminal justice, social care, housing or health care setting	
Communicating and Influencing			Good oral and written communications skills	
Working Together			Experienced in the field of partnership working.	
Managing a Quality Service			Experience of undertaking research and formulating options, along with problem solving abilities  Experience of project management.	
Changing and Improving			Experience of commissioning and/or recommissioning services, including assessing need, reviewing services and developing service specifications.	