

ROLE PROFILE

Role Title	Head of Commissioning	Reporting to	Treasurer
		District/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure	Permanent	Rank/Grade	POE

Part A – JOB DESCRIPTION

Overall purpose of role	The Head of Commissioning will be responsible for the development, implementation and evaluation of the WYOPCC Commissioning Strategy and the principal advisor to the Police and Crime Commissioner on commissioning within a complex environment.
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Key outputs for role
<ol style="list-style-type: none"> 1. Oversee the development and management of a strategic commissioning strategy and framework including commissioning plans and service development plans with providers. 2. With the Head of Policy and Delivery, provide strategic commissioning expert advice and leadership to the OPCC within an evidence-based approach. Commissioning a range of services integral to the Police and Crime Plan with Criminal Justice partners, Local Authorities, Voluntary Organisations and Health Bodies. 3. Develop and contribute to a needs assessment process that provides a comprehensive picture of the needs of the local population to help inform the commissioning process and achieve better outcomes. 4. Develop a partnership working approach to commissioning and contracting issues with statutory, voluntary and independent sector agencies. 5. Develop effective relationships with providers across the public, private and third sectors. This will include developing an understanding of the capacity and capabilities of providers and an understanding of the overall market. Where appropriate undertaking market development activities and providing support to develop third sector provision. 6. With Policy and delivery leads develop clear procurement specifications that effectively reflect service need and ensure procurement processes are conducted in a timely manner. 7. Develop outcome based evaluation criteria and frameworks that can also be used in tender evaluation processes to ensure value for money. 8. Develop negotiation strategies and manage contract/ funding agreement negotiations across multiple contracts. This to include individually managed contracting arrangements and joint arrangements with partners for example NHS, Other PCCs and Local Authorities. Responsible for ensuring final contract/agreement terms can be effectively managed to deliver expected outcomes and achieve value for money. 9. Ensure all commissioning and contracting activity undertaken by or on behalf of the Commissioner is fully compliant with contract standing orders, legislation, regulations and best practice. 10. With a flexible approach to working within a dynamic and changing environment, provide any other support necessary to enable the PCC to fulfil their role.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Services including victim support; mental health crisis services; community safety interventions and domestic abuse services. • £2.5m annual Victims and Witnesses Fund • £2m annual PCC Partnership Funds • £5.29m annual Community Safety Partnership Funds

Work/Business contacts

Internal: PCC and staff across the OPCC, shared services, staff and officers across WYP, including the procurement team.

External: Members of the public across West Yorkshire, other OPCCs, local authorities and other partners, elected representatives, professional advisers and government departments.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Hold a relevant degree and/or recognised professional qualification or have demonstrable equivalent experience | Essential |
| • Evidence of commitment towards continuous personal and professional development and training | Essential |
| • Expertise in designing and utilising information and intelligence systems to underpin commissioning and action across disciplines and organisations | Essential |
| • To be able to receive, interpret, provide and advise on highly complex statistical information that will help determine needs | Essential |
| • Experience of analysis and to evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts | Essential |
| • Experience of commissioning in a complex environment, determining need, devising innovative solutions and writing specifications | Essential |
| • Excellent influencing and negotiation skills, able to understand the key priorities and objectives and to contribute to their achievement through liaison, negotiation and communication with external partners and stakeholders | Essential |
| • The ability to work flexibly and undertake a corporate role which may incorporate different functions over time | Essential |
| • A good awareness of strategic budget management | Essential |
| • An understanding of local and public authority governance structures | Desirable |
| • Ability to achieve proven and measurably successful outcomes through a combination of professional, technical and management skills and competencies | Desirable |

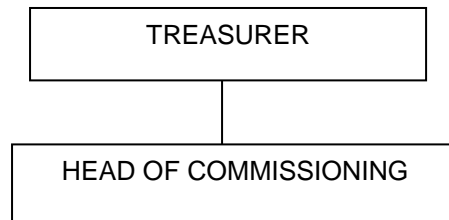
Other (Physical, mobility, local conditions)

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| • Occasional work outside of normal office hours | Essential |
| • Ability to work in other areas of West Yorkshire and travel to meetings and events outside of West Yorkshire | Essential |

Expertise in Role - After initial development - Level 2

- Thorough understanding of the functions, responsibilities and policies of the OPCC, PCC West Yorkshire Police and the context in which they operate
- Thorough understanding of commissioning services for victims and community safety
- Able to manage competing demands and to meet deadlines as well as prioritise own workload and that of others
- Enhanced the reputation and delivered on the priorities of the PCC
- Good understanding of the roles of key contacts
- Working towards commissioning qualification

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Competency	Level	Competency	Level
<ul style="list-style-type: none"> Innovative and Open Minded Deliver, Support and Inspire Taking Ownership Critically Analyse 	2 2 3 3	<ul style="list-style-type: none"> Collaborative Emotionally Aware 	3 2

Level One = Practitioner; Level Two = Supervisor/ Middle Manager; Level Three = Senior Manager/ Executive

PART C - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	21/03/2019