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| **Service:** | Economic Partnership Unit |
| **Post title:** | Commissioning and Contracting Officer |
| **Grade:** | L |
| **Responsible to:** | AEB Implementation Manager |
| **Staff managed:** | None |
| **Date of issue:** | March 2024 |
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| Job context |
| York and North Yorkshire Combined Authority (the Combined Authority) is a public sector employer with access to powers and funding to unlock transport and housing improvements, boost skills provision and help the economy transition to net zero. Making the most of the combined strengths of the city region and rural power house, the Combined Authority is a long-term commitment to shaping a brighter future for generations to come. By working for us you will play a part in making positive changes, unlocking investment, supporting business and communities to thrive and creating new and better opportunities for people that live and work, here.  The Commissioning and Contracting Officer role will be located in the AEB Implementation Team - a multi-disciplinary team with a pivotal role in preparing the Combined Authority to take responsibility for the devolved Adult Education Budget (AEB). Working closely with colleagues both internally and externally (and from other Mayoral Combined Authorities), you will lead on developing a commissioning and procurement framework to ensure the Combined Authority has the funding and contracting arrangements in place to allocate funding and ensure provision that meets the strategic priorities identified in the Combined Authority’s Strategic Skills Plan.  The AEB is a key commitment of York and North Yorkshire from the devolution deal, with the Combined Authority taking responsibility for the AEB commencing August 2025. The AEB provides funding to support the engagement of adults, aged 19 and over, to equip them with the skills needed to progress to employment, apprenticeships, or other learning. The implementation stage runs from August 2023 to July 2025 and enables the planning and preparation to take place to ensure the area is able to take on the AEB as of 1st August 2025.  This role requires the possession of skills and experience including strong analytical, written and verbal communication skills, project management, partnership working and negotiation. The post holder must have demonstrable experience of the current funding arrangements in the Further Education and Adult Skills sector and experience of developing, implementing, coordinating, monitoring and reviewing commissioning and procurement activities.  This will be a challenging role, requiring excellent interpersonal skills and a robustly strategic approach.  The post will be based at West Offices, City of York Council or County Hall, Northallerton.  *\*Please note that the Adult Skills Fund (ASF) replaces the Adult Education Budget (AEB) from 1st August 2024.* |

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| Structure |

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| Job Description | |
| Job purpose | **As a Commissioning and Contracting Officer, this role will be part of YNY Combined Authority, located in the Adult Education Budget (AEB) Implementation Team - a multi-disciplinary analytical team with a pivotal role in preparing the YNY Combined Authority to take responsibility for the devolved Adult Education Budget. Working closely with colleagues both internally and externally (and from other Mayoral Combined Authorities), and, leading on developing a commissioning framework to ensure the Combined Authority has the funding and contracting arrangements in place to allocate funding and ensure provision that meets the strategic priorities identified in the Combined Authority’s Strategic Skills Plan.** |
| Operational management | * Ensure an effective AEB commissioning and procurement framework is developed and implemented, establishing clear commissioning, contracting, payments, monitoring and performance management arrangements. * Lead on relationship development with providers and partners to develop and implement funding rules and regulations. * Prepare service specifications and carry out tender exercises required for the commissioning and procurement process. * Establish, test and implement robust payments and budget monitoring arrangements |
| Communications | * Ensure the commissioning and procurement framework is communicated effectively and timely to providers and partners to ensure AEB activities can be delivered. * Communicate effectively both internal and externally to ensure opportunities for collaboration and knowledge sharing are maximized. * Work with members of the team and key stakeholders to investigate the causes of any variance from plans/targets and contribute to the implementation of solutions. * Support the development of internal and external communications where required by regular contact with the teams, stakeholders, and communications team. * To build and maintain relationships with key external stakeholders and develop channels of effective communication. |
| Partnerships | * Engage a range of adult skills providers to ensure delivery and development of high-quality provision that aligns with the Strategic Skills Plan, AEB outcomes and value for money. * To promote partnership working internally and with other organisations. * To represent the authority, AEB Implementation Team as necessary at Member and officer working parties and other internal and external meetings on AEB. * Develop relationships with Department of Education and with other Mayoral Combined Authorities. |
| Resource management | * Contribute to the development of commissioning and procurement processes to manage a £10.8million p/a Adult Education Budget, ensuring the Combined Authority can manage commissioned service budgets within agreed procedures and adhering to expenditure targets. * Develop and provide accurate and timely reporting and forecasting of the commissioned provision to inform the combined authority’s annual commissioning cycle. |
| Systems and information | * To work with the Data Intelligence Specialist to ensure the development, testing and implementation of effective commissioning, procurement, contracting, payment and performance management systems, including a system that will process ILR data in order to make payments to providers and performance manage agreements and contracts. |
| Strategic management | * Lead the development of AEB strategic commissioning and procurement framework including the development of commissioning principles (that include commissioning for outcomes and efficiency) including consultation and active engagement with the provider market. * Planning for effective and consistent management and consideration of policies and other operational matters in relation to the commissioning of AEB provision. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * In depth knowledge of commissioning frameworks. * In depth knowledge of commissioning, procurement and contracting processes for adult skills. | * In depth knowledge of adult skills provider base. * Knowledge of principles and models of quality assurance. |
| Experience   * Experience of working within strict education funding guidance. * Experience of managing systems to track and report on performance in a complex operational environment. |  |
| Occupational Skills   * High level analytical and IT skills sufficient to manipulate and create documents and spreadsheets and databases to interrogate and analyse data for performance measurement. * Prioritisation skills with ability to manage multiple projects and deliver within required timescales. * Excellent written and verbal communication skills with experience in disseminating information via written reports and presentations to a wide range of audiences in terms of both size and composition. * Ability to work independently and as a member of a team. * Ability to establish effective working relationships, both internally and with a range of external organisations. * High level of professional integrity. * Work well against a background of change and uncertainty. * Works well under pressure. | * Able to scan horizon and see impact on policy development. * Ability to evaluate commissioned services to ensure quality, value for money and outcomes are met. |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Relevant professional qualification, or post graduate qualification, or demonstrable equivalent experience. * Literacy, Numeracy and ICT qualifications required (Level 2), or equivalent. * Educated to degree level or demonstrable equivalent experience. | * Relevant professional qualification or post graduate qualification. |
| Behaviours   * Committed to the development and demonstration of the corporate vision, values and behaviours. * Committed to ensure equality and inclusion are demonstrated. * Highly motivated and not easily discouraged. * Personal and professional demeanour. * A high degree of probity and integrity and work within the constraints of a publicly funded service. * A commitment to learning and achievement. * Able to work flexibly to meet the demands of the job including ability to attend meetings outside of normal business hours. * Able to travel for business purpose. |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.