



POLICE & CRIME
COMMISSIONER
NORFOLK

Job Description

Post Title	Commissioning Support Officer
Grade	B £18,531 - £20,199 per annum (subject to evaluation)
Responsible to:	Commissioning Manager
Responsible for:	Responsible For:
Core purpose	<ul style="list-style-type: none"> To support the Commissioning Manager with the delivery of the OPCCN Commissioning Strategy to deliver the objectives set out in the Police and Crime Plan. To support the Policy and Commissioning Team with commissioning, policy, interventions and services to reduce crime and support victims to cope and recover from their experiences. To support the Commissioning Manager to maximise external funding available to the OPCC, Norfolk Constabulary and statutory and voluntary sector partners.
Description of Duties:	
1	Support and maintain systems and processes to govern the commissioning of services for victims of crime and the awarding of crime and disorder reduction grants.
2	To assist in developing effective commissioning practices, policies and procedures supporting the Policy and Commissioning and Policy Team.
3	To work across the Policy and Commissioning Team to help deliver new projects and initiatives.
4	To help develop and update relevant pages on the OPCCN website.
5	To support the administration of boards and forums managed and hosted by the OPCCN, including for example the Norfolk Rehabilitation of Offenders Board and the Mental Health Strategic Board.
6	Support the monitoring and management of the OPCCN Commissioning budget by carrying out tasks including running reports, making payments, updating the OPCCN Commissioning Tool as instructed by the commissioning manager.
7	Support the administration of OPCCN grants by carrying out tasks including requesting monitoring reports, updating the Commissioning Management Tool and requesting information from service providers.
8	Assist in the procurement processes for victim's services.
9	To support and manage meetings on behalf of the Commissioning Manager.
10	Carry out searches for funding opportunities using the IDOX Grant Finder System (and others) and sharing this information with OPCCN, Police and other partners (Statutory and Non Statutory).

11	Ad hoc project work support requested by the Commissioning Manager to support the Policy and Commissioning Team.
12	Work on a variety of projects at any one time, managing demands of each project to agreed timescales.