

Person Specification

Post Title:	Commissioning Support Officer	Responsible To:	Commissioning Manager
Grade:	B	Salary Range:	£18,531 - £20,199 per annum (subject to evaluation)
Location:	OPCCN	Responsible For:	Not applicable

Specification Headings	Specification for this Job	Essential / Desirable
Experience:		
	Working in a team to assist with the development of policies, practices, procedures and financial information.	Essential
	Co-ordinating multi agency meetings (e.g. key stakeholders, statutory, non-statutory and third sector)	Essential
	Compiling notes/minutes at internal and multi-agency meetings for distribution.	Essential
	Assisting with the compilation of reports, including reviewing data	Essential
	Organising meetings/small events with partners/internal/external customers	Desirable
	Working in Commissioning/procurement e.g. placing of orders, setting up accounts, paying of invoices.	Desirable
	Conducting searches for/distributing information to internal/external partners with funding options.	Desirable
Qualifications:	Educated to 5 GCSE including Maths and English Language or an equivalent qualification/amount of proven work experience.	Essential
Skills, Knowledge and Personal Qualities:		
	Ability to prioritise tasks with conflicting demands/deadlines.	Essential

	Interpersonal skills and integrity necessary to gain and sustain the confidence of colleagues at all levels at the OPCCN, Norfolk Constabulary, strategic partners and voluntary and community sector organisations.	Essential
	Effective communication and interpersonal skills demonstrated by the ability to communicate confidently at all levels. (internally/externally)	Essential
	Ability to work within data protection and management of information laws	Essential
	Demonstrate methodical approach, with high accuracy and attention to detail.	Essential
	Ability to find appropriate solutions to problems using own initiative and as part of a team	Essential
	Ability to travel as required and attend remote locations across Norfolk	Essential
	Proven ability to accurately compose documents and presentation material	Essential
	Good organisational skills to manage own workload and meet deadlines	Essential
	Good Numeracy and literacy skills	Essential
	Good keyboard skills with a working knowledge of Microsoft Office.	Essential
Other Factors (if any):	Have a 'can do/problem solving' approach to a task and pragmatic approach.	Essential