

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Children's Services	POSTHOLDER
SECTION	Integrated Commissioning	GRADE Scale 6

POST DESIGNATION Contracts and Payments Support Officer

Purpose of Job:

To be responsible to the Senior Personalised Commissioning Officer and with a dotted line to the Head of Commissioning Practice Development for:

- i) The provision of proactive, comprehensive and effective business and administrative support to the commissioning teams.
- ii) Support for all administrative aspects of the commissioning cycle, including with the organisation of community engagement events, monitoring of contracts and agreements, raising and tracking payments to commissioned providers and maintaining records for the service.

Main Duties:

- 1) Maintain the Integrated Commissioning contracts register containing a portfolio of contracts, ensuring all data is accurate and inputted in a timely manner.
- 2) Monitor and support with upcoming reviews, expiration, variation or extension requirements of contracts, grant agreements and individual placement agreements, providing regular reports and updates as required to commissioners.
- 3) Provide support during governance and procurement processes including collating of documents, liaison with procurement, finance and legal departments, maintaining records and inputting information to support delivery to planned timescales and in line with the Council's Contract Standing Orders and national legislation.
- 4) Monitor the Children's Commissioning email inbox, responding to and triaging queries, acting as first point of contact for stakeholders including supporting the organisation of community and market engagement events.
- 5) Act as the single point of contact for all payments initiated by the service, including the raising of POs, invoice verification against contractual requirements, raising of anomalies with commissioners, processing of invoices, maintenance of the exemptions / variations quarterly returns system, ensuring that payment and governance deadlines are met and overseeing responses to complaints from suppliers, ensuring that these are dealt with in a timely manner.
- 6) Oversee the contract management activity undertaken by commissioners, advising on all processes to ensure that data returns are received from providers in line with contractual expectations, are accurate and compliant with service specification and requirements.

- 7) Support commissioners with the development and maintenance of audit, monitoring and data quality mechanisms and processes.
- 8) Provide the clerking function for high priority contract monitoring meetings as agreed with senior officers, organising meetings, collating agenda documents and maintaining decision and action logs.
- 9) Responsible for the safekeeping, monitoring and processing of petty cash used for stakeholder engagement supporting children's services commissioning programmes.
- 10) To undertake any other work appropriate to the level and general nature of the post's duties.
- 11) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 12) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 13) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 14) *This post requires an Enhanced DBS and will be supported by Safer Recruitment tools*
- 15) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Senior Personalised Commissioning Officer (PO4).

Person Specification

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Grade	Scale 6
Service/Section	Integrated Commissioning
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
High level of contract support experience with an awareness of procurement regulations, and contract standing orders.	E
GCSE (A-C) English and Maths or equivalent.	D
Skills and Abilities	Essential/ Desirable
High attention for detail with the ability to understand, interpret and communicate complex data.	E
Advanced skills with MS office suite, and keyboard skills.	E
Ability to plan own time and organize complex and competing priorities.	D
Ability to work as part of a team and unsupervised as required with a "can-do" attitude	E
Experience	Essential/ Desirable
Experience of payments and invoicing processes.	E
Experience of "Contracts Finder" or equivalent procurement systems.	D
Experience working in or with the National Health Service (NHS).	D
Equal Opportunities	Essential/ Desirable
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E