



Contracts and Commissioning Officer - Adult Social Care

Salary: Band: 10: £42,838 - £47,181 p.a.

37 hours per week

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

The Service

Adult Social Care (ASC) supports people to live fulfilling, independent lives by providing advice, preventative services, and access to personalised care. ASC aims to:

- Support people to live at home with the right care when needed.
- Provide personalised, well-planned, easy-to-understand support.
- Promote independence and wellbeing.
- Work with partners to create safe, supportive communities.
- Recognise and value carers.
- Deliver cost-effective, high-quality care. -

What is the role?

The Contracts & Commissioning Team plays a key role in achieving outcomes by ensuring high-quality, sustainable services through effective commissioning and contract management.

Reporting to the Contracts & Commissioning Team Manager, you will support the development, implementation, and monitoring of contracts for externally commissioned ASC services. Working closely with commissioners, providers, and senior managers, you will help ensure effective procurement processes, improve quality, support market development, market oversight and manage performance.

Key Responsibilities

- Develop, implement, and coordinate service contracts and specifications.
- Support tendering and procurement activities in line with legislation and council procedures.
- Monitor provider performance, including quality, activity, and financial indicators.
- Maintain robust contract management systems ensuring value for money.
- Develop approaches to quality and market oversight.
- Build and develop strong working relationships with external providers and partner agencies.
- Review contract compliance through liaison, support, and performance monitoring.
- Share best practice with other Local Authorities.
- Identify and manage commercial risks.
- Lead negotiations with internal and external stakeholders to support service improvements.
- Support and guide team members, including the potential to undertake line management duties as required.
- Manage your workload effectively and undertake required training.



Who is the person?

You need to:

1. Have substantial proven experience within a contract management role, professional procurement role, commissioning role or similar.
2. Hold a relevant degree such as CIPS or have equivalent experience.
3. Be working towards or hold a CIPS (Chartered Institute of Procurement and Supply) qualification which is desirable.
4. Ideally have experience of working in a health or social care setting.
5. Have experience of working in a Local Government which would be desirable.
6. Demonstrate strong leadership skills and the ability to work under pressure.
7. Have experience of managing stakeholders and leading projects.
8. Have a clear understanding of working on a collaborative basis with different stakeholders in the contracting process.
9. Be highly organised, with the ability to prioritise work and meet deadlines.
10. Can communicate clearly, effectively and confidently with a wide range of stakeholders, in different settings and forums. The ability to speak at ease and provide advice in accurate English is essential for this post.
11. Can demonstrate excellent verbal and written communication skills and the ability to negotiate effectively with a range of stakeholders.
12. Be confident using IT systems, ideally including M365.
13. Be able to work independently, using your own initiative and as part of a team.
14. Able to encourage innovation, achieve results and demonstrate awareness of the demands and understand the sensitivities of working in the public sector.
15. The ability to work fairly and responsibly, with respect for confidentiality, human rights, and data protection requirements.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.,

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).