

Trainee Contracts and Commissioning Officer - Adult Social Care

Salary: Band: 7-9, £33,119 - £44,252 p.a. (progression would be dependent on candidates experience and qualifications)

37 hours per week

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

Contract: Permanent

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. This trainee role offers a structured opportunity to develop knowledge, skills and experience in commissioning, procurement support and contract management within Adult Social Care.

Reporting to the Contracts & Commissioning Team Manager, you will support the team with the development, implementation and monitoring of contracts for externally commissioned ASC services. Working alongside commissioners, providers and colleagues, you will develop an understanding of procurement processes, quality monitoring, market oversight, performance management and the wider commissioning cycle.

Key Responsibilities

This trainee role, under supervision, will support the development, implementation and coordination of service contracts and specifications. Assisting with the monitoring of ASC service contracts, including residential, nursing, supported living and community-based provision, supporting quality, performance and value for money. The postholder will support in the tendering and procurement activity in line with legislation and council procedures, including preparing information and maintaining accurate records. You will assist with monitoring provider performance, including quality, activity and financial indicators, escalating issues where required. You will help maintain accurate contract management systems and records to support effective oversight and value for money. You will contribute to approaches that support quality assurance, market oversight and

service improvement whilst building effective relationships with providers and stakeholders both internal and external. As trainee you will also support contract compliance activity through liaison, information gathering, monitoring and follow-up of agreed actions whilst researching and sharing examples of good practice.

As you progress, you will develop an understanding of commercial and contractual risks, supporting the team to identify and escalate risks appropriately. You will support discussions and negotiations with internal and external stakeholders, developing confidence in contributing to service improvement conversations. You will be required to work collaboratively with team members, seeking guidance where needed and contributing positively to team priorities. In addition, you will support with Local Government Reorganisation (LGR) requirements and planning as required. As part of a structured development pathway, the postholder will gain experience and skills in commissioning, contract management and commercial practice while participating in supervision, undertaking training and managing their workload effectively.

Who is the person?

You need to:

1. Have an interest in developing a career in contract management, commissioning, and procurement in Adult Social Care.
2. Be qualified or willing to work towards relevant learning, training or professional development, such as commissioning, procurement or contract management qualifications where appropriate.
3. Have some experience, knowledge or understanding of administrative, project, commissioning, contract monitoring or service improvement activity, or be able to demonstrate transferable skills.
4. Ideally have some understanding of, or interest in, health and social care services.
5. Experience of working in Local Government or a public sector environment would be desirable but is not essential.
6. Be willing to develop confidence, resilience and professional judgement when working under pressure or dealing with competing priorities.
7. Have the ability to support stakeholder engagement and project activity, with guidance from colleagues and managers.
8. Have an understanding of the importance of collaborative working with different stakeholders in the contracting and commissioning process.
9. Be organised, with the ability to prioritise work, meet deadlines and seek support where needed.
10. Be able to communicate clearly and effectively with a 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. Demonstrate good verbal and written communication skills, with a willingness to develop negotiation and influencing skills.
12. Be confident using IT systems, ideally including M365, and willing to develop skills in council systems and contract management tools.
13. Be able to work using your own initiative where appropriate, while recognising when to seek advice, and to work effectively as part of a team.
14. Be open to learning, innovation and continuous improvement, and demonstrate awareness of the demands and sensitivities of working in the public sector.



15. Have 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](#).