Job Description

Job Title: Trainee Commissioning Officer – Newham Apprentice	**Service Area**: Commissioning	
Directorate: Children and Young People's Service	**Post Number:** 10022114	**Evaluation Number:** 7915
Grade: Scale 4, Spinal Point 7- £31,290	**Date last updated:** September 2026	

EQUITY, DIVERSITY AND INCLUSION (EDI)
We are committed to and champion EDI in all aspects of employment with the London Borough of Newham. All employees are expected to understand, promote and abide by our EDI principles in the course of their work.

PROTECTING OUR EMPLOYEES AND SERVICES
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as it is relevant to their role. All employees are expected to understand and promote good Health and Safety practices, complete all mandatory training and manage risks appropriately.

COMMITMENT TO AND UNDERSTANDING OF NEWHAM HEART VALUES
Honesty – We are open and accountable for our actions

Equality & Equity – We embrace diversity and celebrate differences. We promote equity – opportunity for all

Ambition – We are improving and innovating to achieve results

Respect – We value diversity of thought, experience and expertise. We respect each other

Together – We are one council and one team

COMMITMENT TO PERSONAL LEARNING

To successfully complete the apprenticeship, not only must the apprentice meet the knowledge, skills and performance standards required, but individuals must also meet the off-the job training requirements including attending training provider premises as required.

Responsibilities include:

- Learning and developing practical skills,

- Participating in classes and workshops on and offsite,
- Observing all employee processes and procedures,
- Completing tests and assignments,
- Delivering presentations to colleagues and other stakeholders,
- Ensuring you complete all corporate mandatory training.

You should be well-organised, flexible, and willing to assist wherever possible.

Overall Purpose of Job

1. To provide commissioning and project management support working in a flexible manner and carrying out appropriate work in other teams when necessary to meet service objectives.

2. To successfully complete the level 4 Diploma in Procurement & Supply with the Chartered Institute of Procurement & Supply (CIPS).

3. To successfully complete the level 7 Certificate in Commissioning and Purchasing for Public Care (IPC)

4. Performance monitoring and provide contract and framework management support.

Job Context

1. The post holder for this apprenticeship will be within the Children's Social Care Commissioning team working as a Trainee Commissioning Officer.

2. To be successful as an Apprentice, you must have great time management skills and be willing to fit into the existing team structure. You must demonstrate the council's values and behaviours in all that you do. Outstanding Apprentices are those who respond well to feedback, build good relationships with colleagues, and ultimately make a positive lasting impression.

3. The post holder reports to the Service Manager and will be matrix managed on individual projects by commissioners.

4. The post holder has no direct management responsibility

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may be given to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Provide support to Commissioners with taking forward commissioning activities against agreed commissioning plans. This may include contributing to the following:
    - undertaking needs assessments,
    - developing commissioning intentions,
    - monitoring and managing contracts and reviewing the performance of commissioned providers,
    - and quality assurance activities.

2. To undertake discrete commissioning projects as determined by the Service Manager and Lead Commissioners

3. To support procurement processes by providing support to arrange and service meetings, prepare and review documentation, take minutes etc.

4. To make the best use of appropriate ICT systems including the Council's internet and intranet, email and other systems, in line with our internal Cyber Security processes and in order to provide an efficient and effective service.

5. To ensure work is completed within agreed timescales, targets and service standards.

6. To enter and maintain appropriate records onto the relevant systems, assisting with the production of statistics and management information as required.

7. To assist service users, colleagues and other agencies with general enquiries, both by telephone and in person.

8. To maintain excellent customer service in all areas of work.

9. To maintain high levels of sensitivity in relation to personal, confidential and sensitive issues in line with General Data Protection Regulations.

10. To provide appropriate cover for other team members at the place of work.

11. To administer a range of procedures relating to the appropriate functional team. Examples of such work may include:

    - Managing responses for information and enquiries from prospective providers
    - Providing project and co-ordination support for forums and events.
    - Preparing amendments/variations to documents.
    - Maintaining secure and accurate records.
    - Processing documentation to meet deadlines.

- Processing records; monitor input on the corporate systems to ensure information is kept up to date.
- Collation, reporting and basic analysis of management information.

12. To undertake specific projects and other duties that are in line with the purpose and grade of the job.

Additionally, as part of the training qualification you will be required to spend a minimum of 20% (capped at six hours per week) of your working hours on off-the-job training. This includes, but is not confined to:

- Attending classes/training modules as required by the Training provider, and participating in as many learning opportunities as possible.
- Completing all mandatory tests, presentations, and other required evaluations within timescales set by the Training provider.
- Positively receiving feedback from the Training Provider and coach and/or mentor, and ensuring the line manager is kept updated on progress.
- Maintaining records, both on-line and where appropriate off-line, of everything learned.

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	**METHOD OF ASSESSMENT**
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KNOWLEDGE: An understanding of the key issues affecting Children's Services. A basic understanding of commissioning processes and contract management.	 Application Form/Interview/Test Application Form/Interview/Test
QUALIFICATIONS: Holds at least a level 3 qualification or equivalent experience.	Application Form/Documentation
EXPERIENCE:	

Experience of writing reports, data research and managing projects	Application Form/Interview/Test
Experience of setting up monitoring and office systems to ensure effective, productive work	Application Form/Interview
SKILLS AND ABILITIES:	
Good written and verbal communication skills	Application Form/Interview/Test
IT skills - strong use of MS Word, Outlook Excel and Access	Application Form/Test
Skilled at accurately analysing and interpreting quantitative and qualitative data, presenting summary information in a clear and concise format	Application Form/Test
Ability to organise own workload, to work on own initiative and to ensure work is completed to a high standard and to deadline.	Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR:	
Able to work under pressure.	Application Form/Interview
Able to work effectively as part of a team, sharing best practice and developing effective working relationships.	Application Form/Interview
OTHER SPECIAL REQUIREMENTS:	
This post is subject to an enhanced DBS check.	Satisfactory clearance at conditional offer stage
The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended	Application Form
This post is exempt from The Rehabilitation of Offenders Act (1974).	Application Form