



JOB DESCRIPTION

Job Title	Graduate Assistant Commissioner		
Directorate	Housing		
Reporting to			
Grade	12		
Evaluation ref:	AG1122	Job ref:	Family
Role purpose			
<p>This is a graduate post supporting all stages of the commissioning process for housing. This will include needs assessment, service design and procurement.</p> <p>You will be developing and using your data analysis skills to gather and analyse data that will contribute to service planning, service evaluations and overall service design. You will use evidence-based decision making to help identify areas for development. You will report and present findings to internal and external stakeholders.</p> <p>You will be providing key administrative support for housing commissioning projects, including scheduling, documentation, reporting and minute taking. You will also be maintaining accurate records of commissioned contracts and the performance of our providers.</p> <p>You will be developing your communication and collaboration skills through working with both internal and external stakeholders. This may include internal team members, external partners and service providers, to support collaborative working and resolve project queries. You will also respond to queries from service users and provide a professional customer service experience.</p> <p>This is a developmental post with further opportunities for participation in training throughout your programme. You will be given opportunities to enhance your skills and contribute to a culture of learning and development.</p>			
Responsibilities			
<p>This is a trainee position, which enables the Graduate to gain career development experience across a variety of teams and disciplines, whilst also providing valuable additional capacity to those teams and individuals, for mutual benefit.</p> <p>The duties may not, on occasions, reflect the grade of the post but that all the allocated duties and responsibilities will be assessed and monitored to ensure that they are suitable and appropriate.</p> <p>Will seek opportunities to broaden skills and knowledge of the Council's business and processes. Review and undertake appropriate training via The Learning Centre. Maintain a Record of Achievement to inform the development of new skills and knowledge. Review training and achievements with the Line Manager to</p>			

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ensure that development opportunities are maximised and that the work programme is appropriate and varied.

Implement approved changes to operational systems, processes and procedures and work with managers to deliver those changes to drive improvement within the service and for the wider Authority. Use technical and IT skills to support team members across the group. Gauge the appropriate method and level of support to best suit the team member and the specific circumstances. Request additional guidance and assistance as appropriate.

Work independently at times and under own initiative. Prioritise own duties to ensure deadlines and targets are met. When required and under supervision, coordinate and supervise work to meet strategic and service objectives. Respond to conflicting requests from multiple sources by assessing the demands and constraints and suggest practicable solutions to resolve the conflict. Refer the requests to the Line Manager where an acceptable solution cannot be found. Undertake research and analysis. Support the implementation of complex projects in an administrative and technical capacity to enable their efficient and effective delivery. Maintain project documentation and service meetings when required.

Take a key role in building and maintaining effective working relationships with internal, external partners, suppliers and stakeholders.

Participate in a programme of CPD and meet Somerset's People Attributes through gateway reviews during the programme. Network and build relationships with other Graduates, where applicable.

Impact

Contacts & Relationships

Interface with a range of internal professionals at varying levels of seniority within the Council. which may include reporting to committees, council members, chief officers and Directors.

Engage with external third parties such as members of the public, professionals within district councils, property agents and lawyers, external groups and organisations etc.

Resources

Responsible for County Council IT equipment (laptop computer, etc).

Make decisions about own priorities and workload management to ensure that deadlines are met.

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	Essential	Desirable	
Knowledge			
Understanding of the principles of commissioning, the commissioning cycle, quality monitoring and improvement, and performance monitoring and management.		X	
Awareness of adult social care services and the needs of vulnerable adults.	X		
Knowledge of data protection and confidentiality requirements.	X		
Familiarity with contract management and procurement processes.		X	
Familiarity with service quality improvement and performance management processes.		X	
Understanding of local government structures and functions.		X	
Awareness of relevant legislation and policy frameworks, such as the Care Act 2014.	X		
Understanding of project management tools and techniques	X		
Experience			
Experience of working in a local authority, health, housing, or social care setting.		X	
Experience of handling and analysing data to support decision-making.		X	
Experience of working with multiple stakeholders	X		
Experience of using IT systems for data analysis, reporting, and communication.		X	
Experience of supporting project work and/or service improvement initiatives.	X		
Qualifications / Registrations / Certifications			
A graduate degree in a relevant or transferrable subject.	X		
GCSEs (or equivalent) in English and Maths at grade C/4 or above.	X		
Skills			
Ability to manage multiple tasks and prioritise workload effectively	X		
Ability to manage projects, including proactively monitoring progress and managing risks and issues	X		
Strong written and verbal communication skills.	X		

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Proficiency in Microsoft Office applications, particularly Excel and Word.	X		
Ability to work collaboratively and build positive relationships with colleagues and partners.	X		
Attention to detail and a methodical approach to work.	X		
Ability to interpret and present data clearly and accurately.	X		
Problem-solving skills and a proactive approach to challenges.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understands, upholds and promotes the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything that is done. Equality and diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: June 2025