

## JOB DESCRIPTION

<b>Job Title</b>	Senior Procurement and Finance Officer (Music)		
<b>Directorate</b>	Education		
<b>Reporting to</b>			
<b>Grade</b>	Grade 12		
<b>Evaluation ref:</b>	TR0194	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<ul style="list-style-type: none"> <li>The Senior Procurement and Finance Officer (Music) plays a pivotal role in ensuring the aims and priorities of the Music Hub are achieved and maintained through effective procurement, financial oversight and coordination of activity.</li> <li>Responsible for the oversight of Procurement of a range of partners to deliver high-quality services and activity that meet the needs of all children and young people in the community, supporting them to engage meaningfully with music education. This role involves working closely with the Hub Manager and other team members to develop and implement a comprehensive hub programme aimed at achieving specific hub objectives as set out by the DfE. This includes overseeing procurement processes, managing contracts, and ensuring continuous improvement. The post holder is responsible for gathering and analysing qualitative and quantitative data, understanding market capabilities, and evaluating the effectiveness of internal and external partner delivery.</li> <li>The post holder is responsible for budget monitoring and feedback, ensuring that all conditions of the grant award are fulfilled and reported on.</li> <li>The post holder will engage with stakeholders and other team members to organise and coordinate an agreed programme of events across the Music Hub area (Somerset and Dorset), collating evaluation and feedback and ensuring a comprehensive communications plan is implemented.</li> <li>The role also involves promoting equality, diversity, and inclusion, and working collaboratively with various internal and external partners to enhance quality and maintain sustainable ways of working.</li> </ul>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>Oversee the procurement of the hub programme to achieve DfE objectives, following HLO and Strategic Board directives.</li> <li>Oversee procurement processes and manage contracts, in line with Music Hub commissioning policy, to ensure effective hub delivery.</li> <li>Gather and analyse qualitative and quantitative data to inform the needs analysis and annual return to the funding provider (ACE).</li> <li>Provide accurate and timely financial analysis and reports to support strategic decision-making and performance management.</li> <li>Understand market capabilities and financial data to evaluate hub sustainability and effectiveness.</li> <li>Coordinate and manage an agreed programme of events.</li> </ul>			

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- Coordinate and implement communications and marketing for the Music Hub.
- Engage with stakeholders to ensure effective performance framework outcomes and effectiveness.
- Ensure compliance with grant agreement, report risks of non-delivery and lead on reporting to the grant provider.
- Monitor key performance indicators and report on partner and hub performance.
- Lead and facilitate evaluation and data analysis with key stakeholders and partner organisations.
- Recommend changes to policies, procedures, and practices to enhance hub delivery.
- Provide Line Management to the Business Support Assistant and Resources Technician.
- Represent the Hub at external forums and events.
- Promote high standards of ethical behaviour, probity, integrity, and honesty.

### Impact

#### Contacts & Relationships

- Report to the Head of Service and Music Hub Manager, undertake an individual work programme aimed at delivering specific objectives delegated to the Music Hub, which involves a high degree of self-management and project management (including overseeing the work of others when required).
- Work collaboratively with other officers within the Music Hub and key stakeholders e.g. Strategic Hub Board members, Dorset Council officers, Funded partners, schools and settings.
- Maintain effective working relationships with funded providers (internal or external), which involves being aware of and observing the boundaries of the commissioning relationship and establishing a basis for meaningful feedback and the practice of co-production. Communicate and demonstrate appropriate professional knowledge to achieve credibility in the role.
- Maintain effective working relationships with all partners, schools, settings, youth representatives and community organisations to ensure that evaluation, feedback and data analysis can be achieved without barriers.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
Understanding of commissioning and procurement processes and application.	x		
Knowledge of market analysis and financial data interpretation.	x		
Awareness of statutory requirements and legal frameworks related to commissioning and procurement.	x		

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Understanding of equality, diversity, and inclusion principles.	x		
Familiarity with Council procurement processes and contract management.	x		
Understanding of event management and coordination.		x	
<b>Experience</b>			
Experience in gathering and analysing qualitative and quantitative data.	x		
Experience in managing procurement processes and contracts.	x		
Experience in engaging with stakeholders and managing relationships.	x		
Experience in a commissioning or procurement role within a similar setting.		x	
Experience in event management and coordination		x	
Experience in promoting continuous improvement within services.		x	
Experience of working in arts or education administration, and knowledge/understanding of local cultural industries		x	
<b>Qualifications / Registrations / Certifications</b>			
Degree in a relevant field such as business administration or project management or equivalent workplace experience.	x		
Professional qualification in commissioning or procurement.		x	
Training in project management methodologies.		x	
Certification in data analysis or market research.		x	
Continuous professional development in relevant areas.		x	
Membership of a relevant professional body.		x	
<b>Skills</b>			
Strong analytical and problem-solving skills.	x		
Excellent communication and interpersonal skills.	x		
Ability to manage multiple projects and priorities effectively.	x		
Proficiency in using data analysis tools and software.	x		

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Strong negotiation and influencing skills.		x	
Ability to work collaboratively with a range of stakeholders.		x	
<b>Working Conditions</b>			
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> <li>• <b>Work Hours:</b> 0.6FTE, with occasional requirements for evening or weekend work to meet project deadlines or attend hub events.</li> <li>• <b>Location:</b> The primary work location is County Hall, with opportunities for remote work as per organisational policies.</li> <li>• <b>Travel:</b> Some travel within the local area may be required for meetings, site visits, and community engagement activities.</li> <li>• <b>Work Environment:</b> The role involves working both independently and as part of a team, with access to modern office facilities and resources.</li> <li>• <b>Health and Safety:</b> Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.</li> </ul>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position.			
<b>Corporate Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</li> <li>• Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</li> </ul>			

Date: 30.04.2025