

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Head of Strategic Commissioning

### Integrated Commissioning, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

The Head of Strategic Commissioning will lead the strategic commissioning of services across the life course—from early years to older adulthood—ensuring integrated, person-centred, and outcomes-focused approaches. This role is pivotal in shaping and delivering high-quality services in Adult Social Care, Public Health, Education, and Supported Housing, driving innovation, value for money, and improved outcomes for residents.

You will work collaboratively across the council, NHS, voluntary sector, and other partners to design and commission services that are responsive to local needs, reduce inequalities, and promote independence and wellbeing.

## **Accountable to:**

This role is accountable to the Corporate Director of Integrated Commissioning within the People Directorate. The postholder will be responsible for the line management of 5 Strategic Commissioners, who are responsible for up to 5 Commissioning Officers. The postholder will also manage a Market Development Manager and a Quality Improvement Manager.

## **Responsibilities:**

1. To develop, implement and maintain an All-Age Commissioning Strategy aligned with the Integrated Commissioning Strategy, Health and Wellbeing Strategy, corporate priorities and national policy.
2. Lead strategic commissioning programmes that span multiple service areas and life stages.
3. Influence and shape system wide transformation, including integrated commissioning with health and voluntary sector partners.
4. Oversee the commissioning cycle (needs assessment, service design, procurement, contract management and review) across all domains.
5. Influence market development and provider engagement to ensure a diverse, resilient, and high quality provider landscape.
6. Monitor and evaluate commissioned services to ensure they meet agreed outcomes, KPI's, and quality standards and use this to drive continuous improvement and innovation in service delivery.
7. Build and maintain strategic relationships with NHS, education providers, housing associations, voluntary sector and other stakeholders.
8. Champion coproduction and resident voice in commissioning processes.
9. Manage commissioning budgets and drive financial sustainability across the Council and the provider sector.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

| <b>Skills and abilities:</b>                                                                                                            | Essential / Desirable | Measured by |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| Strategic leadership and vision across complex systems                                                                                  | E                     | A, I, P     |
| Excellent stakeholder engagement and partnership working                                                                                | E                     | A, I, P     |
| Strong analytical and problem-solving skills                                                                                            | E                     | A, I, P     |
| Ability to manage competing priorities and deliver under pressure                                                                       | E                     | A, I, P     |
| Skilled in negotiation, influencing, and conflict resolution                                                                            | E                     | A, I, P     |
| Financial acumen and ability to manage large budgets.                                                                                   | E                     | A, I, P     |
| Excellent communication, presentation, and report-writing skills                                                                        | E                     | A, I, P     |
| Commitment to co-production and inclusive practice                                                                                      | E                     | A, I, P     |
| Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | E                     | A/T/I       |

| <b>Knowledge:</b>                                                                                          | Essential / Desirable | Measured by |
|------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| Deep understanding of commissioning principles and the commissioning cycle                                 | E                     | A, I, P     |
| Knowledge of legislation and policy frameworks in adult social care, public health, education, and housing | E                     | A, I, P     |
| Awareness of integrated care systems and place-based commissioning                                         | E                     | A, I, P     |
| Understanding of market dynamics, provider landscape, and contract management                              | E                     | A, I, P     |
| Familiarity with performance frameworks and outcome-based commissioning                                    | E                     | A, I, P     |

| <b>Relevant experience:</b>                                                               | Essential / Desirable | Measured by |
|-------------------------------------------------------------------------------------------|-----------------------|-------------|
| Proven experience in a senior commissioning role within local government, NHS, or similar | E                     | A, I, P     |
| Track record of leading complex commissioning programmes across multiple service areas    | E                     | A, I, P     |
| Experience of working with elected members, senior leaders, and external partners         | E                     | A, I, P     |
| Demonstrable success in delivering improved outcomes and efficiencies                     | E                     | A, I, P     |
| Experience of managing teams and developing commissioning capability                      | E                     | A, I, P     |

| <b>Education, training and work qualifications:</b>                                            | Essential / Desirable | Measured by |
|------------------------------------------------------------------------------------------------|-----------------------|-------------|
| Degree or equivalent, preferably in a relevant discipline (Social Work, Public Health etc ...) | E                     | A, I, P     |

|                                                                                                         |   |         |
|---------------------------------------------------------------------------------------------------------|---|---------|
| Postgraduate qualification or professional accreditation in commissioning, leadership, or related field | D | A, I, P |
| Evidence of continuous professional development                                                         | E | A, I, P |

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

|                                          |                              |                               |               |
|------------------------------------------|------------------------------|-------------------------------|---------------|
| <b>Job family &amp; salary band:</b>     | Strategic Management Band 12 | <b>Worker type:</b>           | Part-flexible |
| <b>People management responsibility:</b> | 5                            | <b>Budget responsibility:</b> | £1.5m         |

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

|                          |                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>T</b> Trust           | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.                                                                   |
| <b>H</b> High Performing | we get the basics right and what we do, we do well. We manage our business efficiently.                                                                          |
| <b>R</b> Respect         | we respect each other and our customers in a diverse, professional and supportive environment.                                                                   |
| <b>I</b> Innovate        | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.                                          |
| <b>V</b> Value           | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| <b>E</b> Empower         | we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.                                            |

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

