

Job Description

Job Title: Commissioning Strategic Lead

POSCODE:

Grade: P5

Overall purpose of the job

- Setting a clear strategic vision and commissioning priorities for the home to school transport for children and young people in the area, with a particular focus on ensuring travel assistance and support arrangements for children and young people with SEND robust, effective and promote inclusion.
- Overseeing the full commissioning cycle, including needs analysis, service review, market shaping, procurement, contract negotiation, and performance management.
- Working closely with finance, operations contract management, quality improvement, brokerage, and procurement colleagues to ensure a joined-up approach to developing and implementing recommendations.
- Leading innovation and service transformation, testing new delivery models and commissioning approaches to improve outcomes, manage demand and deliver savings.
- Managing and influencing significant budgets, identifying, and delivering investment opportunities and financial savings.
- Representing the councils at senior internal and external forums, internal governance board, committees and elected member engagement, NHS partners, providers, and regulators.
- Providing expert advice, briefing and challenge to senior leaders and members on commissioning, market, and system-wide issues in this area. The postholder will deputise for the Head of Service from time to time.

Main Accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	People and Partners • The postholder will lead the delivery of high-quality commissioning outcomes, ensuring services meet the evolving needs of the community in line with sufficiency, quality, and speed objectives in addition to the wider Authority's strategic objectives. • The postholder will supervise teams to build strong relationships with <u>people accessing</u> services, families, and advocacy groups to promote engagement, inclusion, and satisfaction. • The postholder will drive improvements in accessibility and responsiveness, ensuring diverse local voices are heard and influence director -level and committee-level decision-making.

2.	Internal Process - The postholder will oversee the design and implementation of robust commissioning processes, frameworks, and models, embedding risk management to safeguard public interest and drive continuous improvement. - The postholder will lead on developing and maintaining efficient systems for performance monitoring, data analysis, and compliance with statutory requirements. - The postholder will establish clear protocols for escalating and resolving service risks, ensuring timely interventions, and learning from incidents. - The post holder will lead the development and oversight of the forward plan of commissioning activities, integrating these into broader service and departmental planning to support proactive, evidence-based decision-making and resource allocation.
3.	Finance and Resources - The postholder will ensure commissioning activity delivers maximum value for money, managing budgets effectively and proactively identifying efficiencies. - The postholder will lead on negotiating and sustaining strong provider relationships, optimising contract terms to deliver quality and manage risk. - The postholder will oversee resource allocation, ensuring transparency, accountability, and alignment with Authority priorities.
4.	Learning and Growth - The postholder will promote a culture of continuous professional development by mentoring staff and sharing best practices across teams. And promote personal growth by deputising for Head of Service at critical meetings and taking part in regional and/or national networking events - The postholder will evaluate and introduce innovation, research, and modern technologies to improve commissioning activities and outcomes. - The postholder will champion equality, diversity, and inclusion, ensuring all staff have opportunities to develop and contribute to the Authority's goals.
5.	Demonstrate an awareness and understanding of equality, diversity, and inclusion.
6.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
7.	Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i> We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.
8.	Carry out other reasonable tasks, from time to time, as directed by the Head of Service

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
First Degree or Equivalent qualifications	In a relevant field	Desirable
Substantial experience of commissioning/contracts within a local authority/Health system		Essential

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

Identify	Describe	Essential/ Desirable
Knowledge	People and performance	
	Strong understanding of inclusive and ethical leadership, team development, improvement management and performance management across multi-disciplinary teams and the creation of a culture of accountability and empowerment.	Essential
	Knowledge of workforce planning, talent management, succession planning, coaching and managing conflicts to lead high performing teams	Essential
	Knowledge of emotional intelligence, management of time, and deadlines to manage pressure and support self and others to thrive.	Essential
	Understanding of high-performance culture creation, organisational resilience and collaboration to achieve long-term outcomes.	Desirable
	Leadership and strategy	
	Robust knowledge of change management, service transformation, and innovation approaches in complex service environments.	Essential
	Ability to design and lead innovation strategies that drive sector reform and long-term service sustainability.	Essential
	Strong grasp of data, insight, intelligence, and presentational methods to shape future-facing commissioning strategies	Essential
	Knowledge of strategic commissioning, market development, and policy alignment	Essential
	Strong ability to translate organisational and system priorities and statutory duties into actionable commissioning plans	Essential
	Understanding of horizon scanning, scenario planning, and long-term strategy to shape sustainable service markets.	Desirable
	Programme and resource management	
	Knowledge of portfolio and programme management approaches for overseeing multiple strategic outcome based workstreams or initiatives	Essential
		Essential

	- Strong understanding of measurable benefit realisation, prioritisation of investment, and optimal use of financial and workforce resources. - Strong understanding of risk management ability to hold and escalate key risks within agreed frameworks. Technical - Strategic knowledge of commissioning and procurement frameworks, national policy, statutory duties, contract law, and care market dynamics - Understanding of social value principles, whole-community outcomes, and commissioning's role in driving local economic growth. - Understanding of how to apply co-production methods to ensure robust engagement in the development of commissioning plans and market shaping activities - Knowledge of cost structures, financial modelling, investment appraisal, and return on investment assessment in commissioning leading towards value for money. - Strategic understanding of provider sustainability, sector trends and community needs to inform strategic commissioning decisions and shape market sustainability. - Understanding of digital and technological innovations that can transform commissioning practice and service delivery.	Essential Essential Essential Essential Desirable Desirable
Skills and Behaviours	People and performance - Ability to build strong relationships with providers, partners, internal teams, external teams, and stakeholders to deliver organisational objectives and shared commissioning priorities - Skilled in fostering cross-sector collaboration, learning, and innovation to achieve strategic objectives - Skilled in facilitating co-production and stakeholder engagement to shape services effectively - Exceptional influencing, negotiation, and advocacy skills, with the ability to influence senior managers and elected members to secure buy-in for commissioning proposals and strategic initiatives - Highly skilled in strategic communication, presenting complex insights, risks, and recommendations in a compelling way to senior managers, elected members and diverse audiences. Leadership and strategy - Ability to lead teams and programmes to deliver strategic outcomes whilst promoting inclusive and ethical leadership - Supports continuous learning & improvement within teams through coaching and feedback - Encourages collaborative decision-making and engagement across teams and partners - Supports inclusive and ethical leadership and ability to model these in team and partnership settings - Works in a transparent manner consistent with the organisations policies and procedures	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable

	- Ability to set vision, galvanise others, and lead through complexity and uncertainty. - Promotes a culture of continuous improvement, shared accountability, and system-wide learning. Programme and resource management - Ability to oversee commissioning portfolios, ensuring alignment with organisational and system-wide strategic objectives and measurable benefit realisation - Strong ability to identify, evaluate, and mitigate strategic risks across markets, providers, and system partners. - Skilled at maximising resources, ensuring value for money, and balancing demand with financial sustainability. Technical - Demonstrated ability to lead the commissioning and procurement cycle strategically, shaping services that deliver long-term outcomes and statutory responsibilities. - Ability to apply co-production approaches to lived experience informs commissioning priorities and practice - Skilled in analysing options, assessing value for money, and evaluating tenders and commissioning outcomes. - Supports efficient use of resources and contributes to financial planning, financial & demand forecasting, and savings plans - Ability to lead market-shaping, contract optimisation, and service transformation initiatives to deliver continuous improvement, ensure resilience and responsiveness to future demand. - Skilled in budget management, measurable benefit realisation, and cost-control mechanisms - Managing strategic and operational risks, including provider sustainability, market failure, and safeguarding concerns - Strong data analysis and insight generation to support evidence-led decisions.	Desirable Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential
Experience	People and performance - Proven record in leading teams, developing people, mentoring, and coaching. - Strong track record of embedding co-production, community engagement, and provider partnership to drive innovation and sustainability. - Experience of working across organisations in joint working arrangements. Leadership and strategy - Significant experience of public sector commissioning at a strategic level - Experience in supporting organisational strategy development and translating it into operational plans	Essential Essential Desirable Essential Essential

	- Familiarity with contract management, compliance, risk assessment and performance monitoring at a strategic level Programme and resource management - Proven record of leading complex projects, programmes and strategic initiatives from planning through delivery with measurable results, delivering improved outcomes and sustainable markets. - Experience in risk governance, market stewardship, and the management of provider/market failure. - Proven ability to identify and deliver improvement, efficiency, or transformation opportunities through commissioning.	Desirable
Equality, Diversity, and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential
General	A general knowledge of local government and local health ways of working Ability to travel to various offices, care provider sites, and/or other venues across the county as required by job demands Ability to use MS Office tools enable effective work Experience of working in a high intensity work environment Experience of working in an environment where continuous improvement is the norm	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid x	Field	Remote	Mobile
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