

Job Description

Senior Contracts and Commissioning Lead

Reference: F072

Date: June 2025

Job Family:	Finance / Commissioning and Procurement
Level:	3
Band:	10
Career Track:	Technical, Professional & Managerial

Job Purpose

To lead on data analysis, monitoring, and planning to support the commissioning and delivery of effective health and social care services. This includes managing key contracts to ensure value for money and developing and implementing specific services in collaboration with partners to enable integrated and joint provision.

Service Purpose

The Services are responsible for the delivery of Commissioning activity in line with the Council wide Strategic Commissioning Framework, underpinned by Category Management. The service is responsible for ensuring statutory duties for commissioning, market shaping, sufficiency, diversity, contract management and quality assurance are met across children and adult social care. The service also has responsibility for governance, performance, systems and finance across the adult's directorate ensuring management is supported by accurate and timely finance and performance information and that statutory returns are reported timely and accurately.

Duties and Responsibilities

Strategic Commissioning and Service Development

- Support the development, implementation, monitoring, and evaluation of health and social care services, ensuring alignment with strategic plans and statutory requirements.
- Maintain strong operational and financial linkages between commissioning, finance, and service delivery functions.
- Provide strategic advice and input into Council and Group reports, offering commissioning and financial guidance to senior leadership.

Reporting, Data Analysis and Insight

- Produce and interpret commissioning reports by linking activity data, performance indicators, and financial spend to identify patterns, anomalies, and improvement opportunities.
- Coordinate monitoring and performance management, ensuring accurate data collection and reporting to track progress against service targets and key performance indicators.

Financial Oversight and Value for Money

- Support budget management, financial control systems, and identification of opportunities for efficiencies, income generation, and improved value for money.
- Identify and secure external funding to support service development and improved care outcomes.

Contract, Partnership and Operational Management

- Lead and support contract and partnership management, including pooled budgets, integrated commissioning, direct payments, and collaboration with external organisations.
- Foster effective stakeholder engagement and collaboration to support high-quality service delivery.

Project and Change Management

- Lead and support commissioning-related projects and change processes, promoting best practice and contributing to service transformation.

Staff Management and Development

- Manage, supervise, and support staff through appraisal, development, and performance management to ensure effective service delivery.

Compliance, Policy and Governance

- Promote compliance with statutory and Council regulations, interpreting and applying relevant policies and procedures.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 6 qualification or above in public administration or equivalent senior professional experience, supported by recent management training or continuing professional development in health and social care or commissioning and procurement legislation and best practice

Knowledge, Experience and Skills

- In-depth understanding of professional theory, practice, procedures, and contemporary issues in health and social care, including commissioning and service delivery.
- Strong knowledge of relevant legislation, regulations, and compliance requirements such as health and safety, procurement, equalities, risk management, and corporate responsibilities.
- Commercially aware of the relationship between cost, quality, customer care, and corporate performance in a complex public sector environment.
- Proven ability to lead and manage teams, deliver change, and contribute to strategic planning and service improvement across multi-disciplinary settings.
- Successful track record of building productive partnerships and engaging effectively with senior leaders, stakeholders, service users, and carers.
- Experience managing health and social care budgets, funding streams, grants, and supplier/contract management, with strong financial and analytical skills.

- Demonstrable success in forward planning, performance management, and delivering service and team objectives in large, complex organisations.
- Significant experience across the full commissioning cycle - needs assessment, planning, purchasing, and monitoring.
- Ability to present complex information clearly, negotiate effectively, and influence decision-making.
- High levels of personal initiative, judgement, professionalism, and diplomacy, with the ability to make informed decisions, allocate resources, and maintain a strategic overview.

Core Competency Requirements

- **Communication:** Communicates across services to influence outcomes. Adapts style across organisational contexts and manages sensitive communications.
- **Collaboration:** Facilitates collaboration across teams, services, and external partners to deliver joined-up solutions.
- **Service Delivery:** Aligns delivery with strategic priorities and maintains high performance. Improves services using innovation and effective use of resources to deliver value for money.
- **Decision-Making:** Balances risk and impact in decision-making across teams or projects.
- **Digital and Data Literacy:** Uses digital systems to manage performance and inform decisions. Applies ethical judgement and explores new data sources. Analyses complex data to improve service outcomes.
- **Adaptability:** Leads teams through change using structured approaches that support clarity and resilience. Builds team cohesion and sustains service culture during transitions.
- **Problem-Solving:** Enables collaborative problem-solving and challenges existing practices to address cross-service challenges.
- **Community and Customer Focus:** Applies community insight and customer feedback to shape responsive and inclusive services.
- **Leadership:** Aligns team capability and resources to deliver meaningful outcomes. Leads projects and services within areas of expertise and across disciplines.

Strengths

- **Strategic:** You look at the big picture. You consider the wider factors and long-term implications of decisions.
- **Leader:** You are confident to lead a team. You effectively manage team dynamics toward a shared goal. You consider everyone's individual needs and create a genuine team spirit.
- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Influencer:** You influence others, you articulate the rationale to gain their agreement.
- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Change Agent:** You are positive and inspirational in leading and supporting others through change.

Desirable

- Relevant management degree.
- Formal qualifications in project management such as Prince 2 or MSP.
- Knowledge of local government corporate management systems.
- Evidence of recent continuing professional development of commissioning and procurement legislation and best practice.
- Understanding of contracting principles.