

Job Description

Contracts and Commissioning Specialist

Reference: F090

Date: Nov 2025

Job Family:	Finance/Commissioning and Procurement
Level:	2
Band:	8
Career Track:	Technical, Professional and Supervisory

Job Purpose

To support the Senior Manager – Contracts and Commissioning in developing and delivering effective commissioning arrangements across the Wellbeing and Community Health Group. This includes analysing data, planning and monitoring commissioned services, managing provider relationships in children's social care, and negotiating service packages to ensure statutory compliance and value for money. The role also oversees brokerage, quality assurance, market oversight, and project work to monitor integrated services and contribute to Council efficiency programmes.

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

Commissioning, Procurement and Contract Management

- Support the development of commissioning solutions to meet identified needs, including data analysis, service specifications, tendering, procurement, and contract management.
- Negotiate legally binding contracts with external providers, ensuring risk transfer, compliance, and value for money.
- Support budget reviews, resource allocation, and decommissioning/redirection of services to achieve efficiency and meet key targets.

Brokerage, Placements and Provider Relationship Management

- Manage searches and secure placements for looked-after children, including screening referrals, liaising with providers, and confirming contractual arrangements.
- Build and maintain positive relationships with providers to ensure cost-effective services and improved outcomes for children and young people.

- Work with providers to resolve issues and prevent placement breakdowns, ensuring matches meet the children and young people.

Financial Management and Control

- Develop and maintain systems for financial control, budget monitoring, and cost-efficiency improvements.
- Model and interpret commissioning and financial data, identify patterns and anomalies, and produce detailed reports to inform strategic decisions.

Performance Monitoring and Service Evaluation

- Establish mechanisms for monitoring and evaluating the effectiveness of commissioned services and wider strategic commissioning activities.
- Assist in creating and implementing business cases, identifying capacity constraints, and developing strategies to address service gaps in line with national and organisational policies.

Project Leadership and Strategic Initiatives

- Lead long-term projects aimed at achieving efficiency savings and continuous service improvement, including Education Health Care Plans and sub-regional commissioning initiatives.

Regulatory Compliance and Quality Assurance

- Act as an independent visitor to internal homes under Regulation 44, providing impartial reports and action plans to ensure compliance and quality standards.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 6 or above qualification or senior professional experience.
- Demonstrates ongoing development in specialist or emerging areas relevant to the service or role.

Knowledge, Experience and Skills

- Understanding of Local Government services for children, young people, and families.
- Comprehensive knowledge of relevant legislation, policies, procedures, and children's home standards.
- Recent, significant experience across the full commissioning cycle—needs assessment, planning, purchasing, and monitoring.
- Significant experience in managing and overseeing contracts effectively.
- Expertise in monitoring budgets and strong commercial understanding.
- Ability to interpret quantitative data, service usage trends, and performance information for planning.
- Skilled in applying robust review procedures and discontinuing services that do not meet needs.
- Strong skills in relevant software and digital tools.

Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital and Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community and Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Negotiator:** You support constructive discussion and enjoy getting all parties to reach an agreement.
- **Organiser:** You make plans and are well prepared. You seek to maximise time and productivity.
- **Challenger:** You can bring a fresh perspective whatever the situation or context. You see other people's views and appreciate that there are many different angles to consider.
- **Resilient:** You have inner composure, recover quickly from setbacks and learn from them.

Desirable

- Formal qualifications in project management such as Prince 2.
- Knowledge of local government corporate management systems.
- Knowledge and understanding of the wider services delivered by the Wellbeing and Health Group.