

Job title: Commissioning Officer

Department: CES

Service: Commissioning and Partnerships

Section: Commissioning

Grade: H

Post reference number:

1 Job purpose

To act as project leads for identified commissioning activity across Children, Education and SEND services. This will involve coordinating colleagues within the Council, working with schools, providers, health partners, families and wider partners to improve outcomes for children and young people.

The Commissioning Officers:

- will bring together needs analysis, service data, policy and strategy intentions, sufficiency requirements and procurement options to develop clear commissioning proposals and business cases for Children, Education and SEND services.
- will be responsible for ensuring reports are prepared for the correct governance boards and for then ensuring action is taken on the decisions made.
- will also be responsible for the review of projects to ensure that the anticipated outcomes were achieved.
- may be responsible for leading on the development of specific strategies, service reviews or discrete pieces of commissioning relating to children's placements, education provision, SEND, inclusion, early help or family support.
- will be responsible for ensuring commissioning activity is child-centred, outcome-focused, informed by the voice of children, young people and families, and aligned to relevant statutory duties and local priorities.

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2 Principal duties and responsibilities

1. To act as project leads and ensure the implementation of agreed commissioning activity across Children, Education and SEND services, using the Commissioning Framework. This will involve coordinating project teams, developing documentation, reporting to governance boards and reviewing the impact of activity on outcomes for children and young people.
2. To work within Lead Commissioner led programmes on the development of options appraisals against identified needs for children, young people and families. As part of this work, to collaborate with stakeholders including senior colleagues within Children and Education Services and across the organisation.
3. To support consultation and co-production on options for service delivery, ensuring the views of children, young people, parents, carers, schools, providers and partner agencies are

considered where appropriate.

4. To use an outcome-based approach with existing and potential providers to develop service specifications that clearly set out intended outcomes, quality standards, safeguarding expectations, monitoring arrangements and how Council investment will be used. This will involve working with procurement, legal and finance colleagues.
5. To keep informed of national and local initiatives, policy changes and statutory requirements relating to children's services, education, SEND and inclusion, ensuring commissioned services are evidence based and meet the identified needs of children, young people and families.
6. To work with providers, schools and partner agencies to develop creative and sustainable service models that improve outcomes, strengthen local provision and support value for money. To provide guidance and support to providers where appropriate.
7. To maintain effective relationships with providers over the course of contracts and commissioning arrangements, identifying opportunities for quality improvement, better outcomes, savings and reinvestment. To oversee reviews of progress against agreed outcomes and performance measures.
8. To ensure that all commissioned activity is within budgetary agreements and to be responsible for highlighting variances and provide proposals for corrective action.
9. To contribute to needs assessments, sufficiency planning, market position statements and commissioning strategies in designated specialist areas relating to Children, Education and SEND.
10. To participate in strategic reviews of children's services, education provision and SEND services led by senior commissioners to inform service planning, sufficiency, market development and transformation.
11. To participate in partnership, provider and engagement forums and work alongside senior colleagues to promote a positive commissioning culture focused on improving outcomes for children, young people and families.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality Scheme 'Fair & Just' and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

None

6 Post holder's immediate supervisor: Commissioning Lead

Prepared by/author: Karla Banfield **Date:** June 2026

Job title: Head of Commissioning

April 2011

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**


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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Communication Skills	1. Excellent standard of literacy and communication skills. Able to produce clear and accurate documentation for a range of audiences, including children's services, education and SEND colleagues, providers, schools, parents and carers, senior managers and elected members.		✓	✓	✓	
	2. Experience of presenting business cases, project updates, performance information and exception reports to boards, panels and governance groups, with an understanding of the level of detail required for each audience.		✓		✓	
	3. Able to support effective communication and engagement activity with internal services, providers, schools, parent carer groups and partner agencies.		✓		✓	
	4. Demonstrable experience of understanding and communicating complex information in an appropriate manner.					
Information Management and Analysis	5. Ideally educated to degree level in a relevant subject area, or able to demonstrate equivalent experience in commissioning, education, SEND, children's services or a related field.		✓		✓	✓
	6. Able to analyse qualitative and quantitative information, including demand, sufficiency, placement, education, SEND, finance, provider performance and outcome data.		✓		✓	
	7. Experience of managing information to ensure accurate records are maintained and accessible for retrieval, audit, contract monitoring, reporting and decision-making.		✓		✓	
	8.					
Developing	9. Experience of working with a range of		✓		✓	

Partnerships	partners to achieve shared outcomes for children, young people and families within agreed budgets and governance arrangements. 10. Experience of coordinating project teams involving children's social care, education, SEND, finance, procurement, health partners, providers or schools. 11. Experience of working with providers, schools and partner agencies to develop, review and improve available options for service delivery and provision. 12. Experience of managing expectation and conflict		✓		✓	
Commissioning Skills	13. Strong knowledge of commissioning principles and processes, ideally developed through practical application in children's services, education, SEND, inclusion or related services. 14. Knowledge and understanding of children's services, education and SEND statutory frameworks, including the importance of co-production and the voice of children, young people and families. 15. Knowledge and understanding of the application of the Commissioning Framework, procurement requirements, contract monitoring and value for money within Children, Education and SEND services. 16. Experience of project management and ideally a recognised qualification.		✓		✓	
Team Work	17. Experience of working within a team, supporting and motivating others to deliver shared priorities for children, young people and families. 18. Experience of forming and leading multi-disciplinary project teams across Children, Education, SEND, health, schools, providers and partner agencies. 19.		✓		✓	
Work to promote mutual respect and good relations	20. Understanding of the equalities legislative framework and the ability to adopt and support appropriate working practices which ensure equality and diversity.		✓		✓	
Work Related Circumstances	21. Willingness to comply with the City Council's non-smoking policy. 22. Must be willing to undertake a DBS check at the appropriate level. 23.		✓			

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: Karla Banfield **Date:** June 2026
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