

Job title: Commissioning Lead Officer

Department:

Commissioning and Partnerships

Section: Commissioning

Grade: I

Post reference number: EDLEACMGR001

1 Job purpose

To take a lead role in commissioning services that improve outcomes for children, young people and families across Children's Social Care, Education and SEND. The post holder will support evidence-led commissioning, sufficiency planning, market development and partnership working to ensure services are safe, inclusive, high quality, financially sustainable and focused on the needs of children and young people.

2 Principal duties and responsibilities

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1. To lead the implementation of identified areas of the Children, Education and SEND commissioning strategy and undertake specific commissioning reviews as identified by the Commissioning Lead.
 2. Provide commissioning expertise to colleagues within Children and Education Services, across the organisation and with partner organisations, including education settings, health partners, providers and voluntary sector partners.
 3. To use analysis from sources such as the JSNA, sufficiency data, SEND and education data, placement information, provider intelligence and performance information to clarify children's needs and identify options for provision against service gaps.
 4. To lead the planning of services with partners against agreed annual commissioning objectives for Children's Social Care, Education and SEND, ensuring plans support sufficiency, inclusion, stability and improved outcomes.
 5. To work with children, young people, families, carers, schools, settings, providers and community stakeholders to identify opportunities for co-production and service improvement, particularly where this supports agreed strategic commissioning objectives for children and education.
 6. To collaborate with stakeholders including children, young people, families, carers, schools, providers, health partners and officers to produce and review options for service delivery within identified areas of need, ensuring options are appropriately consulted upon.
 7. To lead on the reshaping and recommissioning of services within agreed Children, Education and SEND priority areas, with clear service specifications that are outcome focused, child centred and aligned to statutory duties.
 8. To contribute to commissioning strategies, sufficiency plans, market position statements and related plans for Children's Social Care, Education and SEND, ensuring these are informed by evidence, statutory requirements and lived experience.
 9. To work with senior colleagues to agree commissioning options within areas of need and coordinate activity to support the commissioning of appropriate services, clarifying desired outcomes for children, young people and families.
 10. To review, with appropriate provider groups and partners, opportunities for creative, local and cost-effective provision that supports agreed outcomes for children and young people.
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11. This includes developing service specifications for procurement and recommissioning activity that support quality, sufficiency, safeguarding, inclusion and value for money across Children, Education and SEND services.
 12. To build robust relationships with partners and providers to support market development, sufficiency, quality improvement and best value across Children, Education and SEND services.
 13. To provide strategic reviews of services against commissioning priorities, acting as a critical friend and providing constructive challenge to senior operational colleagues to support transformation and improved outcomes for children and young people.
 14. To prepare and present reports as directed at Council Boards and Partnership fora to support transparent and evidence-based governance for all commissioning activity.
 15. To work to budgetary agreements and guidelines and make proposals for financial realignment where appropriate, including recommissioning, decommissioning and reinvestment to support effective Children, Education and SEND provision.
 16. To be responsible, with colleagues, for increasing the positive profile and understanding of Children, Education and SEND commissioning across the organisation.
 17. To oversee and provide day-to-day support to assigned Commissioning Officers to ensure delivery of projects identified by the Commissioning Lead.
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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: Day to day support to up to 2 X G/H grades

6 Post holder's immediate supervisor: Commissioning Service Manager

Prepared by/author: Karla Banfield

Date: June 2026

Job title: Head of Commissioning

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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Service: Commissioning and Partnerships
Section: Commissioning
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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 high quality strategy documents, briefings and reports for a range of audiences, including children, young people, families, providers, schools, policy makers, senior managers and politicians.		✓ ☐	✓ ☐	✓ ☐	
	2. Able to present information and engage a range of audiences		✓ ☐	✓ ☐		
	3. Understanding of appropriate media for communication including newsletters and Council websites.		✓ ☐		✓ ☐	
Information Management and Analysis	4. Experience of analysing both qualitative and quantitative information to identify need, demand, sufficiency gaps and potential options for Children, Education and SEND provision.		✓ ☐	✓ ☐		
	5. Experience of reviewing services against Children, Education and SEND commissioning priorities.		✓ ☐		✓ ☐	
	6.					
Developing Partnerships	6. Experience of working with a range of partners, including children's social care, education, SEND, health, schools, providers and families, to identify service needs, options for delivery and measurable outcomes.		✓ ☐		✓ ☐	
	7. Experience of working with provider groups to develop and review service delivery options for children, young people and families.		✓ ☐		✓ ☐	
	8.					

Commissioning Skills	8. Experience of service commissioning within Children's Social Care, Education or SEND.		✓ ☐		✓ ☐	
	9. Knowledge and understanding of commissioning within Children, Education and SEND, including co-production with children, young people, families, carers and partners.		✓ ☐		✓ ☐	
	10. Knowledge and understanding of the application of the commissioning framework in relation to children's social care, education, SEND, sufficiency and market development.		✓ ☐		✓ ☐	
			✓ ☐		✓ ☐	
	11. Experience of project management					
People Management	12. Experience of managing or supporting a team within a changing Children, Education or SEND environment.		✓ ☐		✓ ☐	
	13. Experience of workforce development and challenge to poor standards of practice.		✓ ☐		✓ ☐	
	14. Ability to lead, inspire and communicate a clear vision.				✓ ☐	
Financial Management	15. Able to manage budgets and analyse financial information in relation to commissioned Children, Education and SEND services.		✓ ☐		✓ ☐	
Work to promote mutual respect and good relations	16. Ability to challenge resistance to diversity and change in a constructive manner.				✓ ☐	
	17. Understanding of the equalities legislative framework and the ability to develop appropriate working practices which ensure equality and diversity.		✓ ☐		✓ ☐	
Work Related Circumstances	18. Willingness to comply with the City Council's non-smoking policy.		✓ ☐			
	19. Must be willing to undertake a DBS check at the appropriate level.		✓ ☐			
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P: Pre-application	A: Application	T: Test	I: Interview	D: Documentary evidence
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Prepared by/author: Steve Oakley

Date: November 2020

Job title: Acting Director Commissioning and Procurement