Coventry City Council

Job Description and Person Specification

Commissioning Officer

Job Details	
Grade	GRD7
Service	Corporate Parenting & Sufficiency
Location	City Wide
Job Evaluation Code	176690

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

The Commissioning Officer within the Joint Commissioning Team lead on projects, develops programmes, and oversees initiatives for children and young people. Responsibilities include commissioning and monitoring services across health and social care, with a main focus on community health-related social care projects.

Main Duties & Key Accountabilities

Understanding Government policies and initiatives regarding Children's Services and Health, and

integrating public service delivery across public, private, and voluntary sectors.
Leading projects / service developments / programmes with substantial experience in managing, delivering, evaluating, and monitoring a variety of projects effectively.
Leading on commissioning / service development projects to meet the needs of children and young people. This includes having robust project plans to ensure effective project management and service delivery.
Leading on the development and implementation of evidence-based interventions / services to improve outcomes for young people and their families and measuring impact.
Leading the planning and execution of commissioning activities, informed by detailed needs assessments, to ensure services meet local population needs.
Developing reliable outcome measures and key performance indicators to ensure service delivery, quantifiable results, and value for money, through effective contract management
Leading on service evaluation, options appraisals, and analysis of complex / service data to inform future commissioning and decision making.
Leading on service improvements / system process through effective collaborative working.
Preparing detailed reports on commissioning progress, outcomes, and any identified issues.
Co-ordinating and consulting with various stakeholders, including children, young people, parents, and carers, around programme development, service improvement, and commissioning activities.
Building and holding effective partnerships from a range of stakeholders to ensure joint up working and service delivery
Leading the preparation of reports for governance boards on delivering strategies, service improvements, and progress on projects / commissioning activities

Key Relationships	
External:	Integrated Care Board / Voluntary Sector Organisations / NHS Trusts
Internal:	Fostering Team / Public Health / Children's Services / Education / Schools / Procurement / Legal

Standard Information

Coventry City Council

Post holders will be accountable for
● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
● any other duties and responsibilities within the range of the salary grade.

Responsible for
No People Management Responsibilities

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
Knowledge	x	x		Knowledge of the legal, policy, political, and financial frameworks governing local authority operations, including national and local priorities, legislation, and statutory requirements. Awareness of current policy implementation / reforms and their impact on service commissioning
Knowledge	x	x		Knowledge of commissioning services for children, young people, and families within culturally diverse settings, including needs assessment and outcome focused service specifications. Familiarity with processes such as tendering, monitoring, reviewing, and evaluating contract compliance. Awareness of performance oversight and quality assurance to enhance outcomes for children, young people, and families,
Experience	x	x		Experience on leading commissioning activity end to end. This includes the assessment of need, outcome based service specifications, and robust outcomes frameworks to evidence impact.
Experience	x	x		Experience of managing multiple and complex projects ensuring delivery within tight deadlines, including developing outcome and performance framework

Experience	x	x		Experience in implementing service changes / improvements in partnership with wider stakeholders
Experience	x			Experience in public sector and on working on joint initiatives across the Local Authority and Health to support system developments and integrating pathways
Experience	x			Leading multi-agency projects / service transformation to improve service delivery
Skills And Ability	x			Effective project management skills to lead on service development / commissioning activity
Skills And Ability	x			Managing, collating, and analysing complex datasets to measure service impact and inform future commissioning intentions
Skills And Ability	x	x		Building and maintaining effective partnerships with wider stakeholders including effective communication skills
Qualification		x		Higher education / evidence of continuing professional development e.g. degree, diploma, masters / other studies etc. Evidence of commitment to ongoing learning and self development
Special Requirements			x	This role is exempt under the Rehabilitation of Offenders Act 1974, with employment subject to a satisfactory Disclosure and Barring Service check.