

Job Description and Person Specification

Senior Commissioning Officer

Job Details	
Grade	GRD8
Service	Corporate Parenting & Sufficiency
Location	City Wide
Job Evaluation Code	L3654D

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
This position supports Children's Services and Education by commissioning services for CYP, with emphasis on SEND through data analysis, evaluation, and contracts. Responsibilities include creating specifications, awarding contracts, monitoring services, and aiding transformation initiatives tied to SEND reforms. Adaptability is crucial to respond to evolving commissioning needs as reforms advance. The role functions within a matrix structure, working alongside SEND leads and programme heads to align strategies. Coordination ensures seamless delivery and integration of commissioning efforts within the changing framework.

Main Duties & Key Accountabilities

Taking primary responsibility for commissioning services for children and families, focusing on SEN D and establishing sustainable contracts with diverse providers in Coventry.

Collaborating with key stakeholders and service users to identify needs, assess demand, and create innovative, cost-effective service models based on best practices. Including development of outcome based service specification addressing needs

Leading on the implementation and development of pro-active and responsive quality assurance processes across commissioned services, including responding robustly to concerns.

Leading on the procurement, evaluation and review of commissioning/contract arrangements, including pricing and quality outcomes. This will include developing, negotiating and awarding contracts and service level agreements that comply with the required organisational policies and relevant legislative requirements.

Managing and ensuring contract compliance across commissioned provision through effective communication with operational staff, procurement staff and other internal and external agencies. Liaise with Education leads to report on contract compliance and performance.

Collaborating proactively with stakeholders and providers to build effective relationships, ensuring a robust, adaptable service to support children with SEND and their families.

Collaborating with Children's Services and Education operational teams and stakeholders, providing technical advice, support, and guidance to implement projects delivering commissioning services.

Taking responsibility for self-development and staying informed about national and local policies, legislation, research, specialist advice, and innovative service models. Using this knowledge to inform and enhance local service development and implementation.

Providing education leaders, senior officers, elected representatives, and other relevant stakeholders with information to enable informed decisions on developing, implementing, and improving services.

Preparing high-quality reports to support decision-making and monitor project progress. Attending and, when necessary, chairing working groups, committees, and various internal or external meetings.

Providing support and leading when necessary in preparing, managing, and monitoring budgets to ensure effective financial oversight and allocation.

Leading negotiations and communicating with providers regarding fees as well as contractual terms and conditions. As well as leading on market shaping and development of the market to meet required provision.

Key Relationships

External:	Integrated Care Board (Coventry and Warwickshire, Herford and Worcester) NHS Trusts - e.g CWPT Acute Trusts VCSE Organisations
Internal:	Integrated Care Board (Coventry and Warwickshire, Herford and Worcester) NHS Trusts - e.g CWPT Acute Trusts VCSE Organisations

Standard Information

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

Commissioning Officer/Contracts Officer

Person Specification

Requirements

Knowledge

Knowledge of the legal, policy, political, and financial frameworks governing local authority operations, including national and local priorities, legislation, and statutory requirements. Awareness of SEND, related reforms, and their impact on service commissioning.

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.

Skills And Ability	Leading and managing complex commissioning activities and processes and developing services to meet the diverse needs of children, young people, and their families. Including assessing and robustly managing quality and safeguarding concerns and identifying, mitigating, and managing risks relating to commissioned services. As well as setting standards for, monitoring and evaluating services and do so within a framework of equal opportunities
	Fostering collaborative relationships with education teams, external agencies, service providers, council services, children, young people, and families to ensure effective service delivery.
	Negotiating with clear ability to engage and communicate with service providers regarding cost and quality matters, both individually and in group discussions. Additionally, influencing and shaping service development for areas outside the post holder's direct management responsibility.
	Collecting, analysing, and summarising various service and performance data. Interpreting complex information to produce clear, concise, high-quality reports and written communication within strict deadlines. Communicating effectively, both verbally and in writing, with diverse audiences, including providers, young people, senior leaders, and elected representatives.
	Engaging stakeholders and children, young people, and their families in a range of consultative processes to aid the development of quality services.
	Proven ability to perform effectively under pressure while managing priorities to complete projects on time, within budget, and to high standards. Skilled in using ICT tools, including MS Project, word processing, spreadsheets, and databases, to facilitate efficient project management and monitoring.
Experience	Extensive experience in overseeing various commissioning processes, including implementing

	cycles, conducting needs assessments, drafting specifications, tendering services, and ensuring contract compliance.
	Experience in overseeing projects to achieve specified results and effectively implementing changes in service delivery to enhance outcomes and cost efficiency.
	Experience of leading, managing and supervising staff and multi agency teams to deliver complex tasks.
	Significant experience of responding to quality concerns in services, including risk assessment and safeguarding procedures
	Significant experience in interpreting complex information, developing proposals and delivering clear , effective messages in both written and verbal formats.
Qualification	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	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.