

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	West Midlands Hub Commissioner
<b>Grade</b>	8
<b>Service</b>	West Midlands Commissioning Hub
<b>Reports to</b>	WM Commissioning Hub Manager
<b>Location</b>	Friargate, Coventry
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role / Output

In relation to children's strategic commissioning, drive and support partnership working and collaboration on behalf of and between the fourteen local authorities and the Children's Trusts across the West Midlands.

Take responsibility for leading, facilitating or co-ordinating effective regional commissioning which delivers good quality, value for money services for children, young people and families that meet identified need.

## Main Duties & Key Accountabilities

### Core Knowledge

- To manage, facilitate or co-ordinate effective commissioning of services for children and young people in accordance with national standards, legislation and relevant policy, and working in partnership with West Midlands local authorities and Children's Trusts, health partners, providers, other statutory agencies and voluntary organisations.
- To support the West Midlands Commissioning Hub Manager to create an environment where the skills, expertise and resources of the commissioning and placement resources in the region are supported and enabled to collaborate in improving the quality, cost and effectiveness of the relevant markets.
- To support the development and delivery of the Strategic Commissioning Network (SCN) forward plan, as agreed by the West Midlands Directors of Children's Services (WM ADCS), monitoring progress against key milestones to ensure the programme delivers on time on budget and to agreed quality standards.
- To support and/or undertake commissioning activity that is based on a clear commissioning framework that incorporates current and future needs analysis, service mapping, consultation and engagement, options appraisal and benefits realisation.
- To undertake work to analyse needs, gaps in provision, market trends, quality and effectiveness and to make recommendations to implement strategic change to improve the availability, range, quality and value for money of services across the whole of the West Midlands
- To support the development of a programme of contract monitoring, contract management, contract negotiation and price review activities at regional level, co-ordinating across partner local authorities and Trusts where necessary.

- To work with the West Midlands Commissioning Hub Manager and Contract Monitoring Officer to ensure that all contracted services offer value for money, leading or supporting on negotiations with suppliers to deliver better terms and efficiency savings where appropriate for West Midlands Local Authorities and Children's Trusts.
- To undertake and/or support market development initiatives at regional and/or sub-regional level to improve placement sufficiency and access to other services for children and young people.
- To ensure that the voice of children, young people and families, carer who use services, carers and advocates are at the heart of the commissioning and review of services through effective mechanisms for involvement and consultation.
- To have specialist knowledge of legislation, regulations, guidance, policy and practice issues including safeguarding in respect of services for looked after children and to implement it in the commissioning of services for children, young people and families.
- To work within relevant commissioning and procurement processes, working closely with procurement and legal services and preparing or overseeing the production of relevant reports to ensure compliance with governance arrangements. Ensure that contracts and service level agreements are in place that comply with the lead authority and other statutory/legislative requirements.
- To liaise with operational staff, health professionals, service users and carers to draw up service specifications to meet need, defining best value and measurable quality outcomes and ensuring services are provided in an efficient and cost-effective manner that is consistent with good practice.
- To act as a focal point for queries, variations and amendments to regional and/or sub-regional contracts.
- To be responsible for ensuring that information management, performance and quality assurance systems are in place for all regional frameworks and/or commissioned services.
- To have a lead role in the evaluation and review of regional contract arrangements, including pricing and quality outcomes.
- Work closely with Finance officers to ensure the effective management of team budgets and implementation of financial management systems.
- Keep abreast of, and advise on, the implications of national and local policy initiatives; ensuring familiarity with legislation, research and specialist advice and use this information to help inform and develop services locally.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
<ul style="list-style-type: none"><li>• WM Strategic Commissioning Network (SCN)</li><li>• WM Operational, Contracting and Commissioning Group (OCCG)</li><li>• WM Quality Assurance Group (WMQAG)</li><li>• Commissioning Teams across the fourteen WM authorities including Commissioners, Placement Officers, and Quality Assurance Officers.</li><li>• Residential, Fostering and Supported Accommodation Providers</li></ul>	<ul style="list-style-type: none"><li>• Commissioning and Partnerships Service</li><li>• Finance and Procurement Services</li></ul>

## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A



## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Detailed knowledge and understanding of the legal, policy, political and financial framework within which the local authority and NHS operate.	
Detailed knowledge of the current national and local agenda, relevant legislation and statutory requirements for social care and health services and their implications for the commissioning of services and specific legislation, regulations, guidance and good practice relating to looked after children (including Regulations and National Minimum Guidance for Fostering and Residential Care).	
Knowledge and understanding of how to commission services for children and young people in a culturally diverse environment, including assessment of need, development of specifications, monitoring, review and evaluation of services.	
Knowledge of outcome-based commissioning, developing outcome-based service specifications and the monitoring of outcomes.	
An awareness of a range of consultation mechanisms and their value in application.	
Knowledge of the principles of performance management and value for money.	
An understanding of equal opportunities and the ways in which inequalities and disadvantages impact on children and their families.	
<b>Skills and Abilities</b>	
Able to build consensus amongst multiple stakeholders with differing agendas and priorities to deliver effective projects, programmes and partnerships.	
Ability to lead and manage staff including multi-agency project teams	
Ability to manage complex commissioning activities and processes	
Ability to develop and maintain excellent relationships with a range of stakeholders, including local authorities, Children's Trusts, partners, operational services, providers and service users.	
Highly developed negotiating skills with demonstrable ability to negotiate and communicate with service providers in relation to cost and quality issues, both individually and in wider meetings	
Ability to set standards for, monitor and evaluate services and do so within a framework of equal opportunities.	
Ability to write high quality reports and publications to tight deadlines and present information and advice to a range of audiences.	
Demonstrable ability to manage budgets effectively.	
Ability to develop and manage stakeholder and service user consultations and engagement processes to inform commissioning.	
Ability to drive forward the value for money agenda in relation to services for children and young people.	

Project management, planning and organisational skills.
Ability to work flexibly to tight time-scales and meet deadlines and at own initiative.
Project management, planning and organisational skills.
Ability to use, or learn to use, standard computer software packages.
<b>Experience</b>
Significant proven experience of strategic commissioning in a local authority or health setting including strategy development, market management, procurement, contract negotiation and commercial-related activity.
Substantial experience of managing commissioning and procurement processes in a health or social care setting.
Significant experience and demonstrable success in partnership working. Leading multi-agency working and working across organisational boundaries.
Experience of successfully using a range of methods to influence and negotiate, including with suppliers and contractors to improving quality and value for money.
Managing and assessing quality concerns.
Managing and supervising staff.
Interpreting complex information, developing proposals and delivering clear messages in both written and verbal form.
Managing a project to deliver agreed outcomes.
Managing change effectively to improve outcomes in service delivery
Financial management.
<b>Qualifications</b>
Graduate/evidence of continuing professional development, e.g. Diploma, Masters/other studies, etc.
Evidence of commitment to ongoing learning and self development.
<b>Special Requirements</b>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.



**Date Created**

24/04/2023

**Date Reviewed**

25/06/25

