Coventry City Council

Job Description and Person Specification

Commissioning Manager

Job Details	
Grade	GRD9
Service	Corporate Parenting & Sufficiency
Location	City Wide
Job Evaluation Code	L3723D

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 Lead will oversee strategic and operational planning for children's emotional wellbeing, mental health (CAMHS), and neurodevelopmental services in Coventry. This position shapes commissioning strategies, transformation programmes, and integrated pathways across health, education, and social care, ensuring alignment with local needs and priorities. Through collaborative partnerships, the role coordinates multi-agency workstreams, supervises service design and performance, and fosters innovation and system integration. The role focuses on enhancing pathways and outcomes for children, young people, and their families.

Main Duties & Key Accountabilities
Providing oversight and leadership on commissioning and service development activity for targeted children and young people's mental health and neurodevelopmental services, within Coventry.
Providing commissioning oversight and strategic support to the Integrated Care Board for specialist mental health provision and neurodevelopmental services within Coventry.
Designing integrated services and implementing or recommissioning alongside health and social care, using informed options appraisal, effective coordination, and robust project oversight.
Leading, developing and embedding integrated and multi-agency pathways across health, education, and social cares mental health and neurodevelopmental provision.
Leading on integrating and delivering services in alignment with local priorities and national policies for mental health and neurodevelopmental support.
Overseeing the development and implementation of evidence-based interventions / services to improve mental health and neurodevelopmental outcomes for young people and their families.
Overseeing evidence-based commissioning activity, informed by detailed needs assessments, and robust outcomes and performance frameworks that measures service performance and impact.
Providing oversight and leadership on service evaluation, options appraisals, and analysis of service data to inform future commissioning and decision making.
Having up to date and clear knowledge of recent policies and strategies both locally and nationally to ensure service alignment
Leading the preparation of reports for governance boards on delivering strategies, service improvements, and progress in mental health and neurodevelopmental services within Coventry.
Managing partner budgets and funding, developing and influencing innovative solutions to operational issues, and questioning decisions impacting strategies or service developments.
Being a representative of the Commissioning and Partnerships Team at local, regional and national events across health and social care.

Key Relationships	
External:	Voluntary Sector Organisations NHS Trusts (Hospital and Communities) Integrated Care Board (Coventry & Warwickshire Herefordshire & Worcestershire)

	Education settings
Internal:	Commissioning & Partnerships Manager / Team Local Authority colleagues including Education and Social Care Integrated Care Board (Coventry & Warwickshire Herefordshire & Worcestershire)

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 Officers

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
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 current policy implementation / reforms and their impact on service commissioning.
Knowledge				Detailed knowledge of health and social and how it interfaces with other key agencies to deliver integrated strategies.
Knowledge				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				Extensive experience in overseeing various commissioning processes including the assessment of need, outcome based service specifications, and robust outcomes frameworks to evidence impact.
Experience				Significant experience of managing multiple and complex projects ensuring delivery within tight deadlines, including developing outcome and performance frameworks
Experience				Experience of leading, managing and supervising staff and multi agency teams to deliver complex tasks. This includes matrix management.
Experience				Experience of developing a strategic plan/strategy and implementing it in practice through matrix management.
Experience				Experience in public sector and on working on joint initiatives across the Local Authority and Health to support system developments and integrating pathways
Skills And Ability				Ability to manage / oversee complex commissioning activities and processes to develop services to meet the diverse needs of children 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
Skills And Ability				Ability to systemically align / develop services enhancing service provision ensuring it meets the diverse needs of children, young people, and their families.
Skills And Ability				Overseeing service delivery, budgets, and the ability to understand and interpret complex information to produce clear, concise, high-quality reports for various board. Communicating

				effectively, both verbally and in writing, with diverse audiences, including providers, young people, senior leaders, and elected representatives.
Skills And Ability				Ability to lead / chair multi-agency meetings, setting clear visions, and bringing partners on the journey to develop system working and integrated pathways.
Skills And Ability				Skills and ability to effective lead on service improvement, change management and modernisation methodology and approaches to ensure provision in Coventry
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 role falls under the Rehabilitation of Offenders Act 1974. Appointment will depend on receiving a satisfactory Disclosure and Barring Service (DBS) police records check.