



## Job Description and Person Specification

### Joint Commissioning Team Manager

Job Details	
Grade	GRD10
Service	Corporate Parenting & Sufficiency
Location	City Wide
Job Evaluation Code	L3931D

#### 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

Support the City Council and NHS in commissioning services for children and young people, where there is shared responsibilities and strategic collaboration. Develop shared strategies, joint plans, and processes to address identified needs effectively. Represent and promote partnership working with statutory agencies, voluntary organisations, community groups, and elected representatives. Collaborate closely with providers across public, private, and voluntary sectors. Ensure the successful achievement of commissioning outcomes for children and young people in Coventry through coordinated planning and implementation efforts.

## Main Duties & Key Accountabilities

Leading and co-ordinating the collaborative commissioning of services for children and young people aged 0-18, extending to 25 for vulnerable individuals. Focusing primarily ( but not exclusively) on mental health, speech and communication needs, looked-after children, disability services, and early intervention support. Excluding the commissioning of acute paediatric, inpatient obstetric, and children's continuing care services.

Ensuring an appropriate local response to legislative changes, national policies, and initiatives, advising partners on key needs, and contributing to action plans.

Overseeing the production and monitoring of suitable commissioning strategies and plans for children, ensuring clarity on roles, statutory duties, and resource use.

Providing strategic guidance to boards, evaluating and recommending effective commissioning approaches and governance frameworks to improve services for children and young people.

Leading and/or facilitating redesign of commissioned services for children and young people and their families in partnership with relevant managers and staff. Including engaging with the parents, carers and children and young people to co-produce and the commissioning and re-design of services.

Collaborating with contracting and procurement teams to create service specifications and monitoring and managing performance of children's services to meet agreed standards.

Developing a strategic, research-driven approach to commissioning and delivering healthcare for children, prioritising family-centred care and safeguarding their welfare.

Overseeing the supply, location, and quality of provision while collaborating with providers to develop and support markets meeting service requirements.

Collaborating with various stakeholders across education, health, and social care, including senior leaders, elected representatives, providers, clinical leads, and contracting colleagues. Building and sustaining effective working relationships while engaging statutory, voluntary, and private organisations supporting children and young people in Coventry. Ensuring all partners contribute to and benefit from a shared, coordinated approach to service delivery and ongoing improvement.

Managing the expenditure of allocated budgets and ensuring budget holders fulfil their roles competently through reporting, record-keeping, and audits. Authorising expenditure from budgets held by the Head of Service in alignment with delegated authority. Ensuring effective recharging of other agencies and City Council sections for incurred expenditure.

Taking overall responsibility for supervising, recruiting and developing commissioning staff, including implementing and maintaining systems for induction, probation, supervision, training, and appraisals.

## Key Relationships



External:	Integrated Care Board (Coventry and Warwickshire, Herford and Worcester) NHS England VCSE Organisations, Coventry Warwickshire Partnership Trust, NHS Trusts Acute Trusts
Internal:	Children's Services, Social Care, Education, Health, Schools, Public Health, Adult Social Care

Standard Information	
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</li> <li>● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.</li> <li>● any other duties and responsibilities within the range of the salary grade.</li> </ul>	

Responsible for
CAMHS Programme Manager, Senior Commissioner Officer, Commissioner/Programme Officers, Support /Contract officers.

### Person Specification

Requirements	
Knowledge	Knowledge of public sector commissioning and procurement processes for children's and health services, including context, priorities, performance oversight and partnership working.
	Extensive knowledge of children's services policy and legislation, including statutory responsibilities and services across health, education, and social care.

Skills And Ability	Developing trusting and productive working relationships with individuals and groups including health partners, statutory and voluntary and private sector organisations and government departments. Including managing complex relationships with clinical providers LA/Health and public relationships, particularly outside the line management structure.
	Managing large budgets (including pooled) for commissioning/contracting/delivery, effectively profiling spend and managing within resources on behalf of the city council and other organisations. Also advising on and influencing the allocation of both mainstream and 'external' resource across partner agencies.
	Leading and guiding the development of needs assessments and analysing written information, numerical data and statistics and drawing valid conclusions. Including research, benchmarking and evidence-based practice to drive integrated system developments improvements across complex organisations.
	Oversee and direct the execution of change initiatives, focusing on transforming and integrating health, education, and social care services with varied responsibilities. Evaluate and enhance service performance across internal and

	external operations.
	Negotiating and leading, including motivating and supporting others and to overcome resistance to change in a constructive manner.
	Creating and implementing strategies, drafting plans and reports, and delivering clear presentations to various partners and stakeholders through effective verbal and written communication.
	Working flexibly to tight timescales, to meet competing priorities and meeting deadlines and at own initiative.
Experience	Extensive experience and proven success in collaboration at a senior level, engaging in multi-agency efforts and working across organisational boundaries. Experience collaborating with organisations delivering services for children.
	Significant experience managing comprehensive commissioning processes, encompassing needs assessment, option evaluation, specification creation, and tendering. Including contract

	<p>oversight, pathway management, performance evaluation, and resolving quality issues, with capability to hold providers accountable within health and local authority environments.</p>
	<p>Extensive experience leading service change, transformation, and integration across health and care, delivering improved outcomes and value for money. Proven track record in project delivery, service strategy development, modernisation, and continuous improvement in complex and evolving environments.</p>
	<p>Experience of leading, managing and supervising staff and teams to deliver complex tasks.</p>
<p>Qualification</p>	<p>Completion of higher education (degree) or evidence of ongoing professional development, such as a diploma or advanced studies. Demonstrates dedication to lifelong learning and personal growth.</p>
<p>Special Requirements</p>	<p>This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.</p>

