



Role Profile	
Career family	People Care
Professional pathway	Commissioning
Professional pathway level	Technical / Professional Expert or Specialist (Tier 6b)
Associated job summary overviews	<ul style="list-style-type: none">• Negotiation Specialist• Mobilisation Lead• Senior Commissioning Officer
Grade / Grade range	12 - 13
Reference number	HESC-6B

Purpose

Provide high-level technical expertise and specialist knowledge in a defined area of practice. Lead on complex problem-solving, contribute to strategic planning, and ensure that professional standards and best practices are upheld. Act as a key advisor to senior leaders and colleagues, using their expertise to influence decisions and improve service outcomes. The role supports more senior officers as well as providing line-management as required.

Corporate accountabilities

- Be technically sound and proficient in an area of specialism by keeping up to date with latest updates, industry best practice and improvements ensuring you can drive continual improvements.
- Demonstrate professionalism at all times and embrace matrix working with colleagues and partners, removing silos.
- Work with senior leaders of the organisation to influence and support in the development and delivery of service delivery plans, workforce strategy and our people and culture strategy.
- Share best practice, coach and train new colleagues on work, systems and practices within the service.
- Identify and lead development opportunities across the organisation, with partners and communities.
- Responsible for finding proactive resolutions, working closely with managers and senior technical or senior professional leads ensuring risks are mitigated.
- Prevent or mitigate risks within services, including risks to health and wellbeing
- Be innovative - and seek to lead change.
- Communicate clearly and effectively with colleagues and customers, including communicating complex technical information.
- Influence and negotiate with stakeholders to achieve desired outcomes.
- Act as an Equality, Diversity and Inclusion (EDI) role model, taking responsibility for learning about EDI and promoting an inclusive working environment.
- Seek to enhance the health and wellbeing of yourself and others



- Provide active leadership to drive improved environmental performance within your business area.
- Champion our organisation’s commitments to environmental sustainability with your teams, partners and suppliers.
- Actively seek opportunities to improve value for money in service delivery and drive organisational efficiency using your technical expertise to support and provide guidance to senior managers.
- Adhere to contract and financial policies, procedures and timelines to ensure the Council's transactions, commitments, contracts, and essential accounting information are recorded completely, accurately, and promptly.
- Manage contracts in accordance with the Council’s Contract Management Framework. Actively seek opportunities to improve value for money and use your technical expertise, market knowledge and relationship management skills to promote innovation and performance improvement. Plan for major contract changes or contract renewals and provide support and guidance to the Senior Responsible Officer (SRO) if assigned to the contract.

Professional pathway accountabilities

- Provide authoritative technical advice and guidance within a defined area of expertise.
- Lead on the development and application of specialist methods, tools, or frameworks.
- Contribute to strategic planning and policy development through expert insight.
- Ensure compliance with relevant legislation, standards, and best practices.
- Analyse complex data and evidence to inform service design and improvement.
- Represent the Council and the ICB in specialist forums, networks, or working groups.
- Support innovation by researching and applying emerging trends, best practice and/or technologies.
- Share expertise through mentoring, training, and knowledge exchange with colleagues.
- Collaborate with managers and stakeholders to align technical input with service goals.

Essential skills, knowledge and experience required

Professional qualification or experience relevant to the specialist field
In-depth knowledge of current practices, standards, and developments in area of expertise
Knowledge of how to apply governance and compliance principles in operational settings
Proven experience in applying technical knowledge to solve complex problems
Ability to interpret and advise on policy, legislation, or regulatory frameworks
Strong analytical skills with experience in using data to inform decisions
Excellent communication skills to explain complex information clearly to varied audiences
Experience contributing to strategic planning or service development

Values and behaviours

Our organisational values underpin everything we do and say. In short: our values describe ‘the way we do things here’. They are:

- **Always learning**
- **Be kind and caring**



- Equality and integrity
- Take responsibility
- Daring to do it differently

Accessibility

If you (or anyone you know) needs this document in an alternative format i.e., Easy Read, large text, audio, Braille, or a community language, please contact your line manager to discuss your requirements or call the council's customer services team on 01865 792422 and we will work with you to meet your needs.



Job Summary Overview	
Job title	Senior Commissioning Officer
Career family	People Care
Professional pathway	Commissioning
Professional pathway level	Technical / Professional Expert or Specialist (Tier 6b)
Grade	13
Reports to	Strategic Commissioner
Financial responsibility	Self-service financial limit- £5,000 Noncontract spend, pre- procurement activity and contract award authorisation for goods and services of up to £25,000.
Supervisory responsibility	Up to 4 direct reports
Reference number	ROP-HESC-6B-SCO

This job summary overview should be read in conjunction with the associated role profile (HESC 6b) corresponding to the professional pathway level.

Job Summary
<p>The Senior Commissioning Officer co-ordinates and enables the delivery of strategic commissioning activities, ensuring effective and efficient service provision across health education and social care. They facilitate the development of commissioning strategies and manage and coordinate their implementation. This role will focus on commissioning activity within the postholder's area of expertise, which may include:</p> <ul style="list-style-type: none">→ Children's services→ Education→ Adults of working age→ Older people→ Workforce development→ Housing <p>The role ensures that the development and implementation of strategic commissioning is focused on collaboration, co-production, and evidence-based decision-making and works with providers to shape services and markets to meet current and future needs.</p> <ul style="list-style-type: none">• Lead and oversee the development, design and delivery of strategic commissioning projects and opportunities across Health, Education, and Social Care, ensuring alignment with service and system priorities, directorate plans and legislative guidance.



- Conduct research and data analysis, presenting findings to inform evidence-based decision-making and service improvement for a variety of stakeholders, and incorporate community perspectives throughout the commissioning cycle.
- Manage complex commissioning activities, including business case development, service design, joint commissioning initiatives across the full commissioning cycle in both local authority and health projects.
- Prepare and deliver plans and reports for commissioning, procurement, contract management, and programme communications, working in accordance with Council and NHS financial and procurement procedures.
- Collaborate and build effective relationships with internal and external stakeholders, system partners and the wider community, facilitating co-production, co-design, and partnership working to shape provider markets and deliver strategic priorities.
- Support and manage contract mobilisation and ongoing contract performance, including reporting, underperformance management, and assurance of commissioned service impact and value.
- Represent the Council and ICB in partnership settings, develop external relationships, and, where delegated, coordinate complex cases under NHS partnership arrangements.
- Supervise and manage Commissioning Officers and Support Officers to ensure effective team performance and delivery of work schedules.
- Administer operational tasks such as authorising purchases and invoices, responding to complaints and information requests, and undertaking additional duties as required by the role's grading.
- Undertake other duties appropriate to the role as required.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Relevant degree or recognised qualification in Health, Education, Social Care or Commissioning	✓	
Commissioning work experience spanning at least 3 years (preferably in local government or the wider public sector including the NHS), with demonstrable impact across the full commissioning cycle.	✓	
Ability to analyse needs and requirements using a range of sources and develop appropriate commissioning strategies, including incorporating views from individuals, experts by experience and communities.	✓	
Demonstrable impact in designing and developing new services which deliver outcomes, quality, value and innovation, including translating into specifications and service plans.	✓	
Good experience of collaborative, co-production and co-design approaches to commissioning and market development, including building capacity and commercial partnerships across multiple organisations	✓	
Good understanding and demonstrable experience of successful project and change management, preferably for high-cost and high-risk services.	✓	



Good experience of constructing clear, robust and appropriately detailed reports and briefing papers, which could include strategies, business cases, options appraisals, cabinet reports, etc	✓	
Evidence of using a range of tools and applications to support effective commissioning, including core Microsoft applications, data analysis, cost modelling, artificial intelligence tools and report writing	✓	
Strong understanding of the legislative frameworks for safeguarding vulnerable adults and children and broad knowledge of key legislation in relation to adults and/or children's services.	✓	
Demonstrable experience of working closely with service areas and partners to achieve positive outcomes through commissioning arrangements.	✓	
Ability to communicate effectively, build strong relationships and work flexibly with a wide range of stakeholders, including leading and managing difficult conversations	✓	

Working Arrangements

- The post is not politically restricted.
- Basic DBS check with Barring List is required.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy [\[add link\]](#).
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work [Completed by service lead]

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	✓	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
✓	Significant use of computers (display screen equipment)	✓	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours



<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Final version- February 2026