

## Job Description

Job Title	Commissioning Lead
Grade	PO8
Reporting To	Senior Manager Commissioning
JD Ref	C&C0007P

### Purpose

Plan and manage the work resources required to achieve the successful outcomes of various transformation projects and commissioning projects

### Main Duties And Responsibilities

#### Behavioural

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.
- Define, plan and manage the work and resources required to achieve the successful implementation of various transformation projects through full programme /project life cycle from initiation, scoping and cost benefit analysis to implementation and evaluation.
- Define the functional business requirements when scoping new projects, developing an enabling relationship with service areas, legal, procurement, finance, and human resources to streamline processes and improve timescales.
- Develop and deliver projects capable of business process re-engineering through innovation.

#### Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Support the Senior Manager to develop joint commissioning strategies and to take a lead role in identified commissioning plans

#### Communication, Engagement and Training:

- Engage effectively with key partnerships, stakeholders, customers and providers to develop, implement and review commissioning plans.
- Provide timely reports for Head of Service, Senior Managers, Strategic Leadership Team, Scrutiny Committees and other boards as required.

- Work collaboratively and lead transformation projects based around integrated processes to deliver neighbourhood based services which will deliver excellence and best value

#### **Data Analysis and Decision-Making:**

- Research opportunities to transform/improve commissioning, models of service delivery and finance/investment e.g. social investment, and lead on their development.

#### **Performance Management:**

- Develop and agree robust performance measures of success for cost-effective commissioned services, as well as specifications to meet organisational objectives
- Quality assure, with key partners, commissioning outcomes based upon user experience and evidence.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

#### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

#### **Qualifications**

- Professionally qualified/relevant degree (or vocational equivalent) and/or substantial experience

#### **Knowledge & Skills**

- Detailed understanding of the relevant professional, regulatory, statutory and corporate frameworks/standards.
- Excellent understanding of Council policies and a good understanding of wider strategic plans.
- Up to date and authoritative knowledge of the work practices, systems, processes and procedures.
- Sound analytical and problem solving capability.
- Ability to plan and organise a range of complex activities and priorities within a focused area of service.
- Ability to formally train, motivate and mentor other professional staff.
- Ability to lead and provide coaching and support to others.
- Ability to influence others' behaviour through effective relationship building.
- Ability to operate within a political context and framework.

#### **Experience**

- Experience of managing budgets of some complexity and risk.
- Proven experience of managing projects.
- Proven experience of managing operational and care management services



## Additional Information

Work hybrid, with a flexible working approach to accommodate service needs.

### Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Donna Locke, Operational Lead – Contracts & Commissioning**

**Date Of Approval: 10th January 2025**

