

Job Profile

Universal Commissioning Manager

Grade: RB2

Date revised: October 2026

About the Job

The position plays a key role in the delivery of Gloucestershire County Council's education sufficiency programme ensuring that all children and young people in the county have access to high quality mainstream and specialist educational placements. This includes strategic accountability for delivering key statutory responsibilities for school place planning, education capital investment in both mainstream and special schools as well as administering co-ordinated admissions, home to school transport & free school meals assessment and entitlement.

This is what we need you to do...

- Lead the development, management and oversight of a programme of education capital projects, ensuring schemes are delivered effectively, provide value for money and meet identified needs.
- Ensuring strategic plans are produced through engagement with relevant stakeholders, to deliver sufficient high quality school places to meet children's needs across the county including those with Special Educational Needs and Disabilities (SEND).
- Leading the County's co-ordinated admission arrangements to ensuring compliance with the national requirements, securing fair access and appropriate provision for all children and young people
- Use a range of data sources, including outcomes of the admissions process, to inform a commissioning strategy which is responsive to local need – influencing decisions on ensuring sufficient capacity for mainstream and special school places.
- Manage the assessment of entitlement to home-to-school transport and free school meals, ensuring decisions comply with statutory guidance and inform policy and service delivery for eligible learners.
- Manage the coordination for processing applications for all children across Gloucestershire, in reception, the transfer to infant/junior and to secondary school
- Working closely with Asset Management & Property Services, Diocesan Boards of Education and academy trusts to co-ordinate delivery of projects and ensure the council's educational assets are properly maintained and managed
- Manage delegated capital & revenue budgets as agreed with the Head of Service
- Provide annual returns to DfE on school capacity and capital spend as required
- Maintain an emergency response service for schools and parents
- Prepare high-quality bids for additional funding where applicable
- Lead education input to the planning process, negotiating with planning authorities and developers to secure appropriate education infrastructure and contributions through Section 106, the Community Infrastructure Levy and other mechanisms.
- Ability to respond to ad-hoc capital projects relating to new Education policy and service needs.
- Develop performance management processes for staff to ensure high service standards, cost effective delivery, customer responsiveness and the measurement of impact on children's outcomes

Special Conditions

- You need to hold a current, full driving licence which is valid for driving in the UK.
- Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of planning, analysis and implementation of capital projects
- Knowledge and experience of procurement at an operational and strategic level
- Experience of performance and contract management
- Senior management experience in local government or other relevant setting.
- Experience of working with partner agencies with a proven track record of successful negotiation, influencing and partnership working both internal and external.
- Experience of managing high performing teams and the range of associated HR issues
- Experience of managing significant and complex budgets and capital projects
- Experience of policy and service development
- Sound understanding of relevant legislation and national policy, with the ability to translate these into effective local delivery plans and policies.
- Strong programme and project management skills, with the ability to deliver against challenging priorities and deadlines.

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.

Education & Qualifications

Essential

- Degree or equivalent qualification in relevant field, or equivalent experience.

Knowledge, Skills and Understanding

- Strong strategic leadership, planning and financial management skills.
- Highly developed analytical judgement, with the ability to balance competing priorities, risks and perspectives in complex or uncertain circumstances.
- Ability to build influential relationships and negotiate effectively with senior stakeholders and partners.
- Excellent communication and report-writing skills, including presenting complex, sensitive or contentious information clearly to a range of audiences.
- Strong political awareness and the ability to provide sound advice to senior officers and elected members.

There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>

