

# Job Profile

## Commissioning Manager

Reviewed May 2025

Grade: 10 JE14862

Date created: January 2012

**About the Job** Working within a commissioning team to support the commissioning cycle to achieve the expected and desired outcomes for adult social care through effective portfolio management of commissioning plans.

### This is what we need you to do...

- Work with Heads of Commissioning and where necessary deputise for the Senior Commissioning manager to develop commissioning programmes, clearly identifying capacity requirements within the programme of work.
- Identify, allocate and manage capacity across commissioning programmes and projects.
- Line manage commissioning officers and commissioning support officers, working collaboratively with commissioning management colleagues to identify gaps in skills, knowledge and expertise amongst the commissioning workforce to inform the commissioning workforce development plan.
- Develop and oversee the development of detailed commissioning programme and project plans with resourcing and communication plans ensuring there is appropriate systems and data management across the commissioning function in conjunction with Senior and other Commissioning managers
- Effectively communicate the process of delivering commissioning plans to stakeholders, often in a multi agency environment, delegating where necessary.
- Assessing current and future activities, services and interventions using qualitative and quantitative data, stakeholder feedback and performance information to ensure
- Enable Heads of Commissioning and Senior Commissioning Managers to define and track programme and project success.
- Take a lead on a specific aspect of the commissioning cycle, acting as expert adviser within the commissioning function
- Provide an escalation route for queries or concerns from team members of providers.
- Ensure the smooth running and delivery of delegated programmes and projects across the council and its partners.
- Lead and undertake more complex and higher risk project work using project planning methods.
- Lead on mid level risk commissioning exercises.
- Lead on governance processes including cabinet, cabinet officer sign off and internal governance processes for lower risk and lower value contracts Ensuring council governance processes are adhered to and completing all associated documents as required. This includes completing full business cases, and required documentation to support data, risk and Equality Impact Assessment oversight.
- Set project priorities balancing need with the evidence base and the economic case for investment or change

efficient and effective use of resources in meeting priority outcomes.

- Work with Senior Managers to ensure that commissioning programmes of work are delivered against and ensure data collection is in line with requirement to enable strategic planning and delivery.
- Leading on data collecting activities including but not limited to creating surveys, running focus groups, collating contract monitoring data and information and working with colleagues in contract management and quality and performance.
- Keep up-to-date with relevant policy, best practice and legislative changes to allocated outcome areas and recommend solutions and changes to services to meet the new requirements.

- Provide support for more complex and higher risk procurement and commissioning exercises.
- Lead contract monitoring directly with providers on higher risk and higher value contracts (with oversight from Senior Managers); facilitating positive contractual relationships and managing disagreement and changes within legislative and operational frameworks.

### **Special Conditions**

- The role may require occasional travel or evening working to meet with partners or attend relevant events.

### **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

- Extensive experience in commissioning including experience of assisting with commissioning and procurement activity for high risk and complex projects.
- Experience of working in adult social care etc.
- Effectively supervising and advising staff.
- Experience of building and maintaining productive relationships, including those with stakeholders and multi agency partners.
- Experience of managing budgets.
- Experience of successfully leading, developing and implementing programmes and projects.
- Experience of carrying out consultative customer exercises.
- Management experience which has resulted in positive change.

### Knowledge, Skills and Understanding

- Well-developed planning, analysis, benchmarking and implementation skills.
- Commercial skills, including business modelling, programme management, procurement and contract management
- Well-developed negotiation and engagement skills.
- Ability to make considered logical and rational decisions in a timely manner and communicate them clearly.
- Well-developed written, presentation and report writing skills, using effective language to convey convincing ideas and arguments and the ability to simplify technical and complex information.
- Ability to identify and respond to the political context advising lead commissioners or directors where necessary.
- Leadership and management of high performing teams and successful experience of the management of the range of HR and workforce development requirements.
- Ability to plan and identify capacity required to deliver specific commissioning programmes and projects.
- Ability to manage expectations and tensions, including having difficult or challenging conversations
- Ability to build, motivate and inspire teams.
- An understanding of Gloucestershire's equality, diversity and inclusion policies and processes and multi agency safeguarding vulnerable adults policies.

- Coaching skills
- Ability to identify knowledge in a team and devise strategies for retaining, sharing and managing that knowledge.
- Knowledge and understanding of Gloucestershire's multi agency safeguarding vulnerable adults policies and procedures, and their application in a commissioning context.

### Behavioural attributes

- Commitment to GCC and leadership Values and behaviours
- Commitment to GCC equality, diversity, inclusion and co production policies and ethos
- Able to cope and function effectively when working in a pressurised environment demonstrating emotional resilience.
- Able to work effectively with people at all levels within the council and its partners and able to build effective relationships and have challenging conversations
- Able to build effective strategic relationships at the highest level.
- Able to communicate appropriately with customers and members of the public.
- Politically aware.
- Flexible, creative and self-motivated.
- Organised and able to meet deadlines. .
- Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts of priority.
- Able to influence and motivate others.
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### Education & Qualifications

#### Essential

- Graduate level qualification or equivalent professional qualification (e.g. Social Work, Nursing, Occupational Therapy) or equivalent experience
- Relevant professional, procurement or commissioning qualification or equivalent experience and/or

- Good ICT skills, to include experience of using Microsoft Office applications including Excel, and the ability to learn and embrace new systems and technology.

- Project or Programme Management qualification or equivalent experience and/or
- Management qualification or equivalent experience or willing to undertake