

Job Title:	Director of Commissioning, Procurement & Contract Management
Grade:	Director Grade 4
Responsible to:	Strategic Director, Public Health & Integrated Commissioning
Responsible for:	Providing strategic leadership of the Council's Commissioning, Procurement and Contract Management (CPCM) function.



Job Purpose

Provide strategic leadership to ensure the council secures high-quality, value-for-money services that meet the needs of residents. Lead the development and delivery of a strategic commissioning approach that assesses community needs, achieves clear service outcomes, and informs the most effective models for service delivery.

Working across the organisation, statutory officers and partners, ensure commissioning priorities are translated into robust commercial and procurement strategies, enabling the Council to source services, works and goods in a transparent, competitive and legally compliant way.

Provide strategic leadership of the Council's procurement function, ensuring it operates as a modern, commercially focused capability that supports market development, innovation, social value and value for money

Provides oversight of contract management frameworks, ensuring that commissioned services and supplier relationships deliver agreed outcomes, manage risk effectively, and achieve continuous improvement.

Align commissioning, procurement and contract management to achieve an end-to-end commercial approach that maximises social value, market maturity and resilience, strengthens partnerships with providers, and supports the council's financial sustainability and long-term strategic objectives.

Duties and Responsibilities

Strategic leadership and vision

- Provide strategic leadership for the CPCM function, setting out a clear vision, objectives and standards for commissioning across all directorates.
- Lead the development and implementation of corporate commissioning strategies and frameworks that support improved outcomes, value for money and long-term financial sustainability. This will include clear criteria and process for prioritisation, linked to overall political and statutory officer steer.

- Ensure commissioning activity is informed by robust needs analysis, insight and evidence, working closely with Insights & Intelligence and Research & Innovation functions.
- Lead the development and implementation of the Council's corporate procurement strategy, ensuring alignment with commissioning priorities, financial strategy and organisational objectives.
- Ensure the Council operates a high-performing procurement function, embedding category management, strategic sourcing and commercial best practice.
- Provide leadership and assurance on compliance with public procurement legislation and regulatory frameworks, ensuring proportionate governance and risk management.
- Oversee the Council's approach to major procurements and complex commercial negotiations, particularly for high-value, high-risk or strategically significant contracts.
- Drive procurement practices that maximise social value, local economic growth, sustainability and ethical supply chains.

Partnerships, integration and innovation

- Lead the development of strategic partnerships with SYMCA, SYICB, SYP, VCFSE, providers, regional bodies and other stakeholders to support integrated commissioning and joint programmes, including s75 agreements with NHS organisations. Set a clear process for joint commissioning alongside each of them.
- Champion innovation, research and co-production, ensuring that new models of delivery, best practice and lived experience inform commissioning decisions.
- Represent the Council in regional and national forums on commissioning and market development.
- Own the Council's social value contribution, including measuring its performance against city and organisational objectives / goals.

Quality, performance and value

- Hold overall accountability for the quality, performance, value for money and continuous improvement of commissioned services within scope of the CPCM model.
- Ensure measures are in place to assure statutory compliance in both commercial process (including Public Contracts Regulations) and service delivery.
- Oversee strategic performance, risk and quality frameworks, ensuring clear outcome measures, KPIs and assurance processes are in place for commissioned services and major contracts.
- Direct the use of qualitative and quantitative evidence to identify risks, address under-performance and drive continuous improvement.

Commercial strategy & market stewardship

- Whole market stewardship and shaping, in particular for sectors where the Council holds direct regulated responsibility for sufficiency and quality such as social care, childcare, SEND.
- Put in place commercial strategy, category leadership and systems to ensure the Council can achieve the best outcomes and value for money possible.
- Ensure the organisations meet CQC and OFSTED requirements for market oversight, including robust plans for provider failure, fee setting methodologies and market position statements.
- Lead the Council approach towards supply chain risk, ethics and transparency.

Governance, risk and compliance

- Establish and maintain corporate governance arrangements, ensuring compliance with legislation, Contract Procedure Rules, financial regulations and regulatory standards.
- Provide assurance to senior leadership and Members on commissioning risks, mitigations and the effectiveness of controls.
- Oversee strategic procurement and contract mobilisation for high-risk or high-value programmes, ensuring robust due diligence, transition and exit planning.
- Ensure compliance with UK public procurement legislation and evolving regulatory frameworks, embedding strong commercial governance and transparency.
- Maintain effective contract and procurement governance structures, including oversight of waivers, exemptions and high-risk commercial decisions.

Workforce, capability and culture

- Lead and develop the CPCM workforce, ensuring clear career pathways, professional standards, benchmarking and communities of practice across commissioning, procurement and contract management.
- Ensure a high-performance culture across the CPCM function, defined through outcomes and contract management
- Foster a culture of collaboration, learning and continuous improvement, embedding equality, diversity and inclusion in commissioning practice and workforce development.
- Provide line management and professional leadership for Commissioning Leads and other senior CPCM roles.
- Build commercial capability across the Council, ensuring commissioners, service leaders and contract managers are equipped with the skills and tools to manage markets and suppliers effectively.

Change, programmes and transformation

- Provide leadership for change and transformation programmes impacting the CPCM function and wider organisation.
- Ensure commissioning plays a central role in delivering corporate transformation, service redesign and financial improvement plans.
- Sponsor and oversee major cross-cutting programmes that impact commissioning and market development.

Safeguarding and people-first approach

- Ensure all commissioned services operate within robust safeguarding and quality frameworks and uphold a people-first, outcomes-focused approach.
- Promote the voice and lived experience of residents in commissioning decisions.

Person Specification: Director of Commissioning, Procurement & Contract Management

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Substantial senior-level experience leading commissioning, strategic procurement and commercial contract management within a complex organisation (e.g. local authority, NHS, large public/third sector body).	Application / Interview / Assessment
Proven track record of leading large-scale commissioning or service transformation programmes, delivering improved outcomes and efficiencies.	Application / Interview / Assessment
Strong understanding of public procurement legislation, commercial governance and strategic sourcing approaches, and the ability to apply these to complex service delivery environments	Application
Experience of working with elected Members, Boards and senior partners, providing clear strategic advice and assurance.	Interview / Assessment
Experience working with confidential, sensitive or politically significant information.	Interview / Assessment
Extensive experience of partnership working across organisations and sectors, including joint commissioning and market-shaping.	Application / Interview / Assessment
Strong understanding of relevant legislation, policy, governance and regulatory frameworks for commissioned services.	Interview / Assessment
Section Two: Skills and Abilities	
Strategic and analytical thinker, able to interpret complex information, identify risks and opportunities, and set clear direction.	Application / Interview / Assessment
Excellent leadership, people management and coaching skills, with the ability to build high-performing, multi-disciplinary teams.	Interview / Assessment
Strong political awareness and communication skills, able to build trust with Members, senior leaders, partners and providers.	Application / Interview / Assessment
Highly developed negotiation and influencing skills, including with senior stakeholders and external organisations.	Interview
Able to balance the tension between strategic and immediate operational requirements.	Interview / Assessment
Strong financial and commercial acumen, able to oversee large budgets, assess value and manage risk.	Application / Interview / Assessment
Strong collaborative working skills, with the ability to build productive relationships across services, levels and stakeholder groups.	Interview / Assessment
Digital confidence, with the ability to adopt new tools and follow standardised processes.	Interview / Assessment
Section Three: Qualifications	
Degree-level education or equivalent relevant advanced professional experience.	Application / Interview /

	Assessment
Relevant professional qualification in commissioning, procurement, programme management, social care/health, public policy or related field, or willingness to work towards this.	Application / Interview / Assessment
Section Four: Our Values	
People are at the heart of what we do: respecting and supporting people, listening to what matters, valuing diversity, promoting equality and challenging discrimination, and supporting each other's health and wellbeing.	Interview / Assessment
Openness and honesty are important to us: communicating clearly and promptly, creating a speak-up culture, discussing challenges and working together to address them, explaining what we can and cannot do, and sharing information and learning.	Interview / Assessment
Together we get things done: working to achieve the Council's priorities, actively including diverse views, being adaptable and productive, continually improving for the people we serve and work with, and taking pride in doing our work well.	Interview / Assessment

Health Risks Specification

Please identify all risks that apply to this post / role

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	No

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

