



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Head of Children's Transformation, Strategy and Commissioning
Job Reference	710627
Service	Children's Services
Team	Children's Transformation, Strategy and Commissioning
Location	Hybrid (Shute End)
Reports to	Service Director Transformation, Strategy and Commissioning
Responsible for	<ul style="list-style-type: none">Home Finding Team ManagerCommissioning Manager X2
Grade	SM2
Contract Type	Permanent
Hours	Full time

Main Accountabilities	
1.	<p>Strategic Leadership and Planning</p> <ul style="list-style-type: none">Lead the development and implementation of strategic plans that drive commissioning-led transformation across children's services.Ensure alignment of commissioned services and strategies with corporate priorities, changing national policy/legislation, and local needs.Provide expert advice to senior leaders and elected members on strategic direction and service developmentRegularly assessing opportunities to enhance team efficiency and effectiveness, including implementing ongoing improvements and best value practices.Provide strong, visible, and values-led leadership to the Children's Transformation, Strategy and Commissioning team.Inspire, support, and challenge staff to deliver high performance, foster innovation, and maintain a culture of accountability and continuous improvement.Ensure effective workforce planning, professional development, and staff wellbeing across the serviceTake accountability for representing the Directorate on corporate, cross cutting initiatives, including retaining the links for council wide engagement





	and action, including greater efficiencies between Children's, Adults and Community based services.
2.	Service Transformation and Innovation <ul style="list-style-type: none"> • Identification and leading opportunities for commissioned services/service redesign and innovation to improve outcomes and efficiency. • Lead complex programmes of change/commissioning, ensuring effective governance, stakeholder engagement, and delivery. • Promote a culture of continuous improvement and learning across the service and wider Children's Services
3.	Commissioning and Market Development <ul style="list-style-type: none"> • Oversee the commissioning of services that are evidence-based, outcome-focused, and deliver value for money. • Develop and maintain effective relationships with providers to shape and manage the local market. • Ensure robust contract management and performance monitoring arrangements are in place.
4.	Quality Assurance and Compliance <ul style="list-style-type: none"> • Lead the development and implementation of quality assurance frameworks to monitor and improve service delivery across Education, SEND, Social Care and Early Help. • Ensure commissioned services comply with statutory duties, regulatory requirements, and safeguarding standards. • Ensure the team is consistently prepared for inspections by fostering a culture of readiness and proactive engagement. • Respond to inspections, audits, and reviews with timely and effective action planning to address findings and drive improvement.
5.	Partnership and Stakeholder Engagement <ul style="list-style-type: none"> • Build, lead, and maintain strong partnerships across health, education, social care, and the voluntary and community sector, fostering relationships that drive positive change for children and families and ensure best value in service delivery. • Champion co-production and ensure the voice of children, young people, and families informs all aspects of service design and delivery. • Represent the service in multi-agency forums and strategic partnerships and boards. • Lead the development and delivery of joint commissioning strategy and joint strategic plans with relevant partners
6.	Resource and Performance Management <ul style="list-style-type: none"> • Develop and embed a performance culture that delivers results through open rigorous challenge, personal accountability, disciplined execution and continual improvement internally within the authority, as well as across other providers, including those directly commissioned. • Manage budgets effectively, ensuring financial sustainability and accountability. • Monitor and report on service performance and the performance of commissioned services, using data and intelligence to inform decision-making and strategic planning • Lead, motivate, and develop staff to achieve high performance and professional growth.





7.	Home Finding and Placement Oversight <ul style="list-style-type: none"> • Provide strategic leadership and oversight of home finding functions, ensuring timely and appropriate placements for children in care and school placements in the Independent and Non-Maintained School Sector. • Ensure best value for Council in relation to placements through effective leadership and partner negotiation. • Ensure placement sufficiency and stability through effective commissioning and partnership working. • Delivery of Sufficiency Strategy on behalf of Children's Services
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Person Specification	Essential	Desirable
Education/Qualifications	Degree-level qualification or equivalent experience	<p>Evidence of continued professional development in leadership, commissioning, or service transformation.</p> <p>Relevant professional qualification (e.g. social work, health, education) is desirable but not essential.</p>
Experience	<p>Significant senior leadership experience within children's services, commissioning, or strategic service development.</p> <p>Proven track record of leading complex transformation programmes and delivering improved outcomes for children and families.</p> <p>Significant experience of developing and implementing commissioning strategies and managing provider markets.</p> <p>Demonstrable experience of working in partnership with a wide range of stakeholders, including health, education, voluntary sector, and service users.</p> <p>Experience of managing large budgets and ensuring financial accountability.</p> <p>Experience of leading and developing high-performing teams, including managing performance,</p>	





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	<p>supporting wellbeing, and driving improvement.</p> <p>Experience of working within a political environment and providing advice to elected members or senior leaders.</p>	
Skills/Knowledge	<p>In-depth knowledge of children's services legislation, statutory responsibilities, and national policy frameworks.</p> <p>Strong understanding of commissioning principles, contract management, and market shaping.</p> <p>Excellent strategic thinking, planning, and analytical skills.</p> <p>Ability to lead and manage change in a complex, multi-agency environment.</p> <p>Skilled in using data and intelligence to inform decision-making and drive performance.</p> <p>Strong communication, negotiation, and influencing skills, with the ability to build credibility and trust at all levels.</p> <p>Knowledge of quality assurance frameworks and regulatory inspection processes.</p>	<p>Subject matter expert in at least one discipline (Education, SEND, Social Care)</p> <p>An understanding of the NHS strategic policy changes and drivers, particularly the role, function and breadths of responsibility of the BOB ICB</p>
Behaviours/Attributes	<p>Visionary and values-driven leader with a commitment to improving outcomes for children and families.</p> <p>Collaborative and inclusive, with a strong commitment to co-production and partnership working.</p> <p>Resilient, adaptable, and solution-focused in the face of challenge and change.</p> <p>Politically astute, with the ability to navigate complex organisational and stakeholder dynamics.</p>	





	<p>High level of personal integrity, professionalism, and accountability.</p> <p>Passionate about equity, diversity, and inclusion in service design and delivery.</p>	
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Purpose Details		
Service Purpose	<p>The Children's Transformation, Strategy and Commissioning Service has a pivotal role in shaping and delivering high-quality, child-centred services that improve outcomes for children, young people, and families. The Service leads on strategic planning, service transformation, and commissioning to ensure that services are evidence-based, cost-effective, and responsive to the needs of the local population.</p> <p>Working collaboratively across the council, with partners in health, education, and the voluntary sector, we will ensure that children's services are designed and delivered in a way that promotes early intervention, prevention, and long-term positive impact. The team also drives innovation, supports continuous improvement, and ensures that the voice of children and families is central to all decision-making across Early Help, Social Care, Home Finding, Education and Health.</p> <p>Working collaboratively across the council, with partners in health, education, and the voluntary sector, we actively engage in relational commissioning—building and sustaining strong, trust-based partnerships to co-design and deliver services that best meet local needs. By working system-wide, we identify emerging needs and gaps in provision and allocate resources flexibly and responsively to where they can have the greatest impact. The team also drives innovation, supports continuous improvement, and ensures that the voice of children and families is central to all decision-making across Early Help, Social Care, Home Finding, Education, and Health.</p>	
Role Purpose	<p>The Head of Service for Children's Transformation, Strategy and Commissioning provides strategic leadership and direction to ensure the effective design, development, and delivery of integrated services that improve outcomes for children, young people, and families in Wokingham.</p> <p>This role is responsible for driving commissioning-led innovation and transformation across children's services, ensuring that commissioning activity is evidence-based, outcome-focused, and aligned with local needs and priorities and ensuring all commissioned services, both internal and external, are delivering value for money high quality services in line with agreed outcomes.</p> <p>The postholder will lead a high-performing team to develop strategic plans, manage complex programmes of change, and foster strong partnerships across the council, health, education, and the voluntary and community sector. The role also holds oversight of key operational functions including contract management, quality assurance, and home finding, ensuring these services are robust, responsive, and deliver consistently high standards.</p> <p>As a key member of the senior leadership team, the Head of Service will champion a culture of continuous improvement, co-production, and accountability, embedding the voice of children and families at the heart of all service planning and delivery. The role ensures that services are financially sustainable, compliant with statutory duties, and deliver value for money, while also contributing to the wider strategic direction of children's services across the organisation.</p>	

Supervision and Relationships	
Supervision Received	Reporting to the Service Director Transformation, Strategy and Commissioning





Supervision Given	Line management of Home Finding Team Manager and X2 Commissioning Managers provide regular 1-1/supervision and annual appraisals
Stakeholders	<ul style="list-style-type: none"> • Children's Services Leadership Team • Children's Services teams including Early Help, SEND, Early Years, Education, Social Care teams, Performance Team, Children with Disabilities Team, Transitions Team • Other internal services including Public Health, Finance, Place and Growth, Community and Change, Performance, Adult Social Care and Adult Strategy and Commissioning, SENDIASS • Social Care and Education providers • Voluntary and community sector organisations including those representing advocacy or children's voice • Parent Carer organisations

Resources/Budget Management
<p>Overall responsibility for approximately 11 staff</p> <p>Budget Responsibility:</p> <p>£1million - Revenue (direct management responsibility)</p> <p>Circa. £6 million in Capital Budgets</p> <p>Oversight and accountability for Commissioned Services budgets, inc. Placements (inc. High Needs Block Spend), in excess of £20 million</p>

Special Requirements
<ul style="list-style-type: none"> • Travel is required to attend specific events or meetings, or undertake visits to Providers/Suppliers • There may be occasions where working outside of normal office hours is required to attend relevant boards and meetings

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N





Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	N

Commented [HR1]: What does this mean?

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Basic DBS
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)





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Re-checks

Basic DBS

Evaluation Declaration

Date of Evaluation:

28/07/2025

Evaluated by:

Nargis Phagura, JE Project Lead

