



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	Transformation and Commissioning Officer
Service	Children's Services
Team	Children's Strategy, Transformation and Commissioning
Location	Hybrid/Shute End
Reports to	Senior Transformation and Commissioning Officer
Responsible for	Assistant Commissioning Officer
Grade	9
Contract Type	Perm
Hours	Full Time

Main Accountabilities	
1.	Project Management and reporting • Lead the delivery small to medium sized projects within wider transformation programmes, ensuring alignment with strategic priorities and local needs. • Deliver specific project tasks, producing high-quality documentation, trackers, governance papers and insight summaries. • Support the Senior Transformation and Commissioning Officer and the Transformation and Commissioning Manager in programme planning and coordination, contributing to the overall programme governance • To produce reports, project/programme updates and business cases and present reports to relevant corporate/external groups
2.	Commissioning and Transformation • Assist with needs analysis, service reviews, market research and data gathering. • Develop service specifications, tender documents and evaluation criteria. • Coordinate procurement tasks with corporate procurement leads, ensuring compliance. • Draft or contribute to options appraisals, business cases and commissioning plans through research, modelling and analysis. • To lead and/or support service transformation, commissioning, market shaping and service redesign activity (proportionate to the grade)





	- To contribute to the development of corporate and/or multi agency strategies and plans including responding to legislative and guidance changes. - To provide specialist/professional advice and recommendations within specific parameters, to support informed decision making. - To make/recommend effective use of resources to achieve quality, value for money services - Support the Senior Officer in delivering redesign, mobilisation and decommissioning processes.
3.	Partnership Working and Stakeholder Engagement - Build and maintain effective working relationships with internal teams and external partners across health, education, social care, and the voluntary sector. - Facilitate co-production and engagement activities to ensure the voice of children, young people, and families informs commissioning and transformation work. - Represent the service in operational and project-level multi-agency forums, contributing to integrated approaches and shared outcomes.
4.	Team Leadership and Development - May manage a project support or apprentice role operating in a well-defined specialist area - Contribute to the analysis of the team's impact and performance - Support the development of commissioning capability across the team and wider service.
5.	Quality Assurance, Performance, Governance and Compliance - To maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency, and compliance - To work within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service - When required, to work with procurement leads to ensure that services are commissioned through use of appropriate procurement methods and in line with regulations - Monitor performance of designated low-/medium-risk and value contracts and contribute to scrutiny of higher-risk ones. - Gather, verify and quality-check provider data, ensuring accuracy and completeness. - Track actions, variation requests, risks and issues, and escalate concerns. - Assist with provider engagement activities such as market events, surveys and intelligence gathering. - Maintain good working relationships with providers to support sustainable provision. - Collate feedback from service users, partners and providers to inform continuous improvement. - Document and escalate safeguarding or quality concerns in line with procedures - To ensure all required information is regularly updated and maintained on the Services' Contract Management System
6.	Innovation and continuous Improvement





	- Contribute to a culture of learning and continuous improvement across the commissioning function and wider service. - Support the delivery of service transformation initiatives that improve outcomes, efficiency, and user experience. - Maintain and improve systems, processes, and procedures to enhance service quality, compliance, and efficiency, including the mobilisation, redesign, or decommissioning of services.
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Person Specification	Essential	Desirable
Education/Qualifications	- Educated to degree level or a qualification in relevant subject matter would be beneficial but is not essential if the applicant has had at least 3 years experience in strategic commissioning across social care and/or health. - Evidence of continuous personal and professional development	
Experience	- Experience supporting projects, commissioning tasks or transformation activity. - Experience analysing qualitative and quantitative data, and using insight to inform decisions. - Experience writing reports, briefings or performance summaries. - Experience of contract and performance monitoring for services. - Experience building effective relationships with stakeholders and providers, including cross team or cross organisation working. - Experience managing a complex workload, multiple tasks and working to deadlines. - Experience identifying and supporting improvements to services, processes or systems. - Experience resolving issues that require sound judgement. - Experience contributing to, or supporting, the commissioning cycle (needs analysis, design, procurement, monitoring).	Experience leading programmes or projects and experience managing staff.
Skills/Knowledge	Excellent written and verbal communication skills, including clear report writing and presenting complex information simply.	Knowledge of the political environment and an understanding of large, complex, and political organisations





	• Strong negotiation, consultation and influencing skills with a wide range of stakeholders. • Ability to build supportive and constructive working relationships across agencies. • Strong organisation, prioritisation and coordination skills, with the ability to balance competing demands. • Ability to listen, question, synthesise information and ask for clarification where needed. • Ability to interrogate and analyse a wide range of data and evidence. • Confident use of digital tools and Microsoft Office applications (Word, Excel, PowerPoint, Outlook). • Ability to produce clear strategic documents, summaries and recommendations for decision making. • Knowledge of the commissioning cycle and commissioning principles. • Knowledge of project management methodologies. • Understanding of the officer-councillor relationship, and of working within political and complex organisational environments. • Understanding of service improvement, value for money and outcome focused practice.	
Behaviours/Attributes	• Self motivated, reflective and committed to continuous improvement. • Flexible, proactive and able to work independently and as part of a team. • Demonstrates integrity, professionalism and a positive approach to problem-solving. • Values partnership working and co-production with children, families and stakeholders. • Committed to equality, diversity and inclusion in service delivery and relationships. • Resilient, adaptable and able to maintain performance under pressure.	





Service Purpose	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. 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. 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
Role Purpose	The Children's Transformation and Commissioning Officer provides coordination, analytical support and delivery capacity across commissioning, transformation and quality assurance. Working under the Senior Transformation & Commissioning Officer and the Transformation & Commissioning Manager, the postholder supports a whole-system approach to improving Children's Services, ensuring decisions are informed by the needs and voices of children, young people and families. The role contributes to all stages of the commissioning cycle for defined projects—supporting needs analysis, service design, procurement activity, contract monitoring for low- and medium-risk services, and market insight. The postholder provides data analysis, performance and spend insights, and assists with reports, business cases and improvement recommendations. They support transformation programmes across early help, social care, education and health, coordinating project tasks and contributing to co-production with children, families and partners. The role also assists with inspection readiness and quality assurance activity. Overall, the post ensures commissioned services are high-quality, outcome-focused, value for money and aligned to statutory duties and local priorities.

Supervision and Relationships	
Supervision Received	Reporting to on of the Children's Transformation and Commissioning Senior Officer including regular 1-1's and annual performance review, as well as general guidance and support from matrix manager (on programmes) Transformation and Commissioning Manager and Head of Service.
Supervision Given	Line management of Project Support Officer. Provide regular 1-1/supervision and annual appraisals.





Contacts	• Children's Services Leadership Team • Elected Members • 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 • ICB • Social Care, Education and health providers • Voluntary and community sector organisations including those representing advocacy or children's voice • Parent Carer organisations
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Resources/Budget Management
• May assist with budget/resource management in accordance with the organizations policies and procedures. • Budget reporting and financial analysis across contracts/project • May have delegated responsibility for a budget(s)

Special Requirements
• 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	Y
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	N
Work Environment Details	Hybrid role office based with occasional visits to community based providers

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

Disclosure and Barring Service (DBS)	Details
DBS Requirement	<State level of DBS check required or N/A>
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)

Re-checks
DBS in line with WBC policy

Evaluation Declaration	
Date of Evaluation:	March 2026
Evaluated by:	HR Team

