



Role Profile

Commissioning Officer
Childrens

Role Profile: Commissioning Officer	Role Profile Number: SBC_12100
Directorate: Childrens Services	Reporting to: Strategic Commissioner
Grade: CFL 7	Date Prepared: Aug 2026

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:

The Commissioning Officer works as part of the Children's Strategic Commissioning Team to support the delivery of commissioning projects for looked after children and wider children's services.

The role works collaboratively with stakeholders to ensure services meet identified needs, deliver value for money and achieve positive outcomes for children and young people.

The post holder supports the development, implementation and review of commissioned services, ensuring they meet quality standards, statutory requirements and the needs of children, young people and families across Swindon.

Key responsibilities and accountabilities:

- Facilitate the commissioning of children's services across Health, Education and Social Care.
- Liaise with service leads to arrange commissioned services that meet identified needs.
- Review commissioned services against performance criteria and quality standards.
- Engage children and young people in service development and review activities.
- Undertake research and needs analysis to support evidence-based commissioning decisions.
- Prepare commissioning, procurement and contract documentation.
- Maintain knowledge of legislation and government guidance affecting children's services.
- Ensure commissioned contracts comply with statutory and regulatory requirements.
- Develop and support innovative commissioning approaches and service improvements.
- Build effective relationships with providers, partners and stakeholders.
- Contribute to business cases, reports and decision-making papers.
- Undertake duties commensurate with the grade of the post.

Managerial

- No direct line management responsibility. Contributes to projects, service development activities and monitoring of commissioned services.

Professional

- Develop and maintain effective relationships with internal and external stakeholders including providers, service managers, elected members, children, young people, parents and carers. Provide commissioning expertise and support partnership working across the Council and wider system

Decision making:

- Makes decisions relating to project delivery, service reviews, commissioning options, performance monitoring and recommendations, using research, service data and stakeholder feedback.

Creativity and innovation

- Supports the development of innovative commissioning approaches, service redesign and market development activity to improve outcomes and deliver value for money.

Job Scope

Number and types of jobs managed: None

Budget Holder: No

Budget Value: N/A

Asset Responsibility: N/A

PERSON SPECIFICATION

Qualifications:	Essential or Desirable
• Commissioning qualification or relevant professional experience commensurate with the role.	E/D
Knowledge and Experience:	
• Understanding of children's legislation, local government and commissioning processes. • Experience of collaborative commissioning, market development, project management and change management. • Ability to analyse data, prepare reports, manage stakeholders and communicate effectively.	E D E

• Experience using Microsoft applications, data analysis tools and report writing. • Experience working with a wide range of stakeholders and providers.	E E
Aptitudes, Skills and Competencies:	
• Ability to travel where required.	E
• Excellent communication skills	E

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

