



**Aberdeen City Council**  
Job Profile

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# Director of Commissioning



## About Aberdeen City Council

*Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.*

The [\*\*Local Outcome Improvement Plan 2016 – 2026\*\*](#) (LOIP) identifies how Aberdeen City Council, together with our [\*\*Community Planning Partners\*\*](#), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:

- **Prosperous Economy** - Aberdeen has a flourishing, thriving and successful local economy.
- **Prosperous People** - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
- **Prosperous Place** - People experience Aberdeen as the best place to invest, live and visit.
- **Enabling Technology** - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on:

- Empowering staff to meet priority outcomes
- Empowering the communities, we serve to be self-sufficient
- Early intervention and prevention of harm to the people, place and economy of Aberdeen
- Connecting with citizens, Customers and partners through our use of digital
- Using data and information to help us understand the demand on the Council and how we can better meet our outcomes
- Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.

Aberdeen City Council is arranged into four functions. Each function is divided into clusters, and within each cluster are service areas/teams.

## About the Commissioning Function

This function is responsible for the ongoing development of the commissioning approach and the commissioning cycle introduced to council. In particular, the function will continue to develop the approach taken towards the strategic allocation of Resources from the budget to deliver on the Council's contribution to the Local Outcome Improvement Plan (LOIP).

This includes overseeing the overall strategic framework for council and influencing the strategic framework of our city partners to ensure a whole system alignment to the outcomes contained in the LOIP.

## About the Clusters within the Commissioning Function

**Commercial and Procurement Services** - This cluster both commissions and procures the best service / partner to deliver the identified outcomes within agreed budgets. This will extend to include the decommissioning and/or/recommissioning of services, as well as activities focused on shaping the market.

**Governance** - This cluster supports the organisation to manage its corporate governance activities, including democratic decision-making structures, legal compliance and systems of assurance; all of which are supporting the achievement of the LOIP outcomes.

**City Growth** - This cluster is responsible for contributing to the economic outcomes stated in the LOIP as well as those stated in the regional economic strategy. The cluster will represent the Council and the city of Aberdeen on local, regional, national and international stages, supporting inward investment and the promotion of the city as a competitive business location. Key responsibilities will be outward trade, a diverse employability and skills base, and a focus on tourism, culture alongside the development of our events programme.

**Strategic Place Planning** - This cluster includes the physical, social and economic activities used to maintain, regenerate and strengthen the place of Aberdeen- seeking to strike the balance across economic, social and environmental outcomes as stated in the LOIP. The focus is to enable, facilitate and deliver Strategic Place Planning. This includes all transport, environment, housing, building, planning and digital initiatives that will help to deliver major infrastructure projects; meeting the outcomes in the Local Outcome Improvement Plan and advancing city growth.

## About the Role

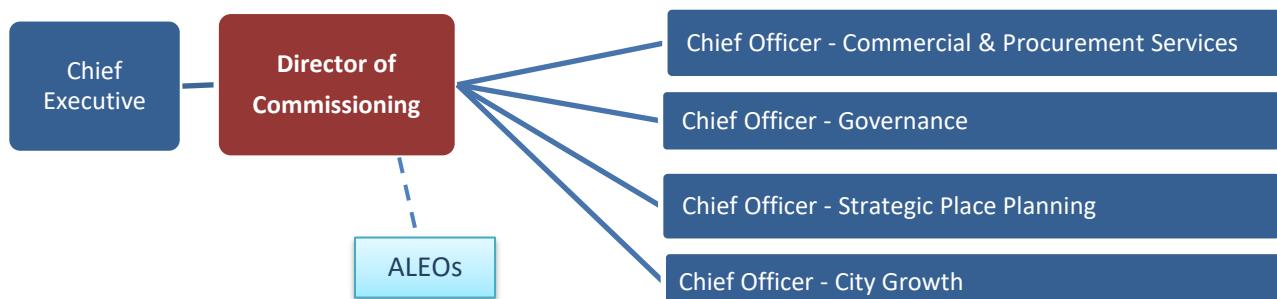
The Director role is responsible for leading all the domains within the approved approach to commissioning, both for internally delivered services by the council, as well as externally delivered services.

This role will oversee the Clusters of Commercial & Procurement Services, Governance, Strategic Place Planning and City Growth as well as ACC's relationship with our ALEOs.

Reporting directly to the Chief Executive, the Director of Commissioning will be an intrinsic part of the Corporate Management Team (CMT). The success of this role will be interdependent on relationships with the Directors of Resources, Operations and Customer.

Each Director in the CMT acts as the formal Deputy for the Chief Executive, and as Head of the Paid Service in their absence, to provide strategic leadership as well as direction to deliver the policies and priorities of the Council in accordance with its Guiding Principles.

Job Title	Director of Commissioning
Pay Grade	Chief Officer Salary Scale Point 53
Location	Marischal College



Key Outcomes and Task Examples	
The post holder will deliver:	Examples of related tasks:
<b>Further develop and embed an updated blueprint for Version 2 of the councils Operating Model</b>	<ul style="list-style-type: none"> <li>Develop the next blueprint for continuing to evolve the council's new operating model.</li> </ul> <p>As a member of CMT, provide the appropriate direction and oversight of the implementation of the next blueprint.</p>
<b>Being a Digitally Led Organisation</b>	<ul style="list-style-type: none"> <li>Working with Customer, Resources, and Operations Directors to deliver the council's digital agenda.</li> <li>Working alongside Customer, Resources and Operations Directors and our digital partner to use business intelligence and continue to re-design the delivery of services using digital solutions.</li> </ul>
<b>On a recurring basis, analyse and understand the needs of people, place and economy of Aberdeen</b>	<ul style="list-style-type: none"> <li>Utilising Data and Insights from within ACC and across the whole system to understand current, changing and emerging needs of Customers.</li> <li>From the understanding of needs, consider scope to prevent these needs and/or to take a community empowered approach to addressing the needs.</li> <li>Maximising needs and preferences through assessment analysis, work with local stakeholders and partner organisations to determine priorities for developing and transforming services; ensuring effective provision and real customer choice.</li> </ul>
<b>In response to need, plan the delivery of services, including the redesign of services</b>	<ul style="list-style-type: none"> <li>Ensuring that a comprehensive and equitable range of high quality responses to need and efficient services are commissioned within allocated resources, across services and sectors.</li> <li>Promoting an environment of Customer-focussed development and delivery, continuous improvement and innovation that will support the Council's ambitions for providing high quality services, to be developed for external trading where appropriate.</li> <li>Scanning the landscape of the public sector for further collaboration opportunities and potential shared service arrangements; including joint ventures with the private sector.</li> </ul>
<b>Procurement and Contract Management</b>	<ul style="list-style-type: none"> <li>Ensuring appropriate providers are in place to deliver the specified outcomes required.</li> <li>Leading on the responsibility for contracts with providers within the national procurement framework and the management of contracts to continually improve value for money for achieving outcomes.</li> <li>Embedding the key principles of sustainability into procurement activity for the benefit of society, the economy and the environment.</li> </ul>
<b>Review performance against outcomes and service standards and, using feedback, determine future commissioning activities</b>	<ul style="list-style-type: none"> <li>Conducting continuous needs analysis, intelligence-gathering and performance review to inform and guide the Council's future commissioning intentions; as well as those of the community planning partnership.</li> <li>Collaborating with Customer, Operations and Resources to refine outcomes, based upon performance data as part of the feedback loop.</li> </ul>

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an exhaustive list due to the need for agility and flexibility in our workforce and to be responsive to change and meet business needs.

## Role Requirements

This section includes what the post holder needs to carry out the role and, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required	<ul style="list-style-type: none"> <li>Degree level qualification or equivalent and extensive leadership experience relating to the role</li> </ul>
As a minimum, demonstrate skills and experience in	<ul style="list-style-type: none"> <li>Proven extensive experience in: <ul style="list-style-type: none"> <li>Outcomes- based commissioning of services</li> <li>Strategic policy development and implementation</li> <li>Developing/managing strategic partnerships</li> <li>Service transformation and improvement</li> <li>Successful budgetary management and control</li> <li>Developing integrated services</li> <li>Performance Management</li> </ul> </li> <li>Managing and understanding a demanding client base</li> <li>Risk analysis, risk awareness, monitoring and management of risk</li> <li>Practical knowledge of negotiating and influencing in a complex environment</li> <li>Practical knowledge of setting strategy in a complex organisation</li> </ul>
As a minimum, demonstrate an understanding of	<ul style="list-style-type: none"> <li>Key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery</li> <li>The importance of modelling the standards expected from all public service providers for sustainable procurement</li> </ul>
Demonstrate commitment to	<ul style="list-style-type: none"> <li>The Guiding Principles and aims of Aberdeen City Council</li> <li>The Aberdeen City Council Target Operating Model</li> <li>The Local Outcome Improvement Plan</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Flexibility to work out-with normal office hours if necessary</li> <li>Flexibility to travel to other locations within and out-with the City when required</li> </ul>

## Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

Purpose	We care about our purpose, our people and our city
Pride	We take pride in what we do and work to make things better
Team	One team, one council, one city
Trust	We trust each other and take responsibility
Value	We value each other and recognise a job well done

Function	Customer	Version Date	January 2020
		JE Number	Capability Framework Level 4