

JOB DESCRIPTION

JOB TITLE:	Head of Commissioning & Investment
MANAGED BY:	Director of Strategy
GRADE:	Head of Service 1

THE ROLE

The Head of Commissioning & Investment will lead the development and prioritisation of investment to support regional outcomes and organisational priorities. The role is responsible for shaping robust outline business cases, guiding proposals through the Regional Delivery Framework, and ensuring resources are aligned to the areas of greatest impact. Working closely with policy and analysis colleagues, the postholder will identify gaps in delivery activity, develop targeted investment responses, and manage a focused pipeline of public, private, and impact investment opportunities to drive effective regional growth and delivery.

The Head of Commissioning & Investment will proactively lead the service area, taking responsibility for driving forward the translation of strategic priorities into investable, and outcome focused programmes and interventions.

KEY RESPONSIBILITIES

Strategy Planning

- Leads the translation of strategic priorities into deliverable regional programmes and outcomes. Including developing investment plans, commissioning models and intervention frameworks.
- Develops the pipeline strategy for WECA which includes the identification of potential third-party investments providing clarity and focus across public sector, private sectors and impact investment opportunities.
- Draws on robust evidence, regional intelligence, and data-driven insight to inform investment prioritisation, business case development, commissioning decisions, ensuring all activities align to WECA's strategic ambitions and outcomes.

Strategic Contribution

- Ensures internal alignment of investment and commissioning activity to the Growth Strategy and organisational priorities.
- Contributes to the development of business cases, up to outline stage, including navigating proposals through the Regional Delivery Framework to identify the most appropriate routes to delivery.
- Actively shapes strategy, policy and service direction by providing timely insight, constructive challenge and evidence-based recommendations.

Leadership and management

- Responsible for setting clear behavioural standards for their team and empowers and motivates their staff and colleagues to deliver high quality services in pursuit of WECA's strategic goals.
- Actively contributes to cross-directorate priorities by building effective internal and external relationships that support delivery beyond own service area and strengthen organisational outcomes.
- Takes active ownership of performance, ensuring timely, accurate insight is used to drive decisions, corrective action and continuous improvement.
- Creates a culture of ownership, accountability and continuous improvement, empowering teams to take initiative and deliver results.

System Working

- Working with policy and analysis colleagues to identify gaps in investment and commissioning activity to deliver our regional outcomes, ensuring proposals are developed to address those gaps.
- Driving the process of investment planning to ensure resources are deployed in line with WECA's Mayoral priorities and the Growth Strategy.
- Support internal stakeholders to work collectively across organisational and thematic boundaries, addressing barriers to collaboration, risks and political sensitivities.
- Works proactively across directorates to resolve dependencies and ensure services deliver seamlessly from end to end.
- Carry out specific corporate roles and assignments and such other duties commensurate with the role.

LEADERSHIP BEHAVIOURS AND EXPECTATIONS

Heads of Service are expected to:

Lead with Ambition

Sets high expectations for outcomes and performance, and takes personal ownership for delivery.

Work Collaboratively

Actively works across boundaries, prioritising organisational outcomes over functional silos.

Act Inclusively

Create inclusive, high-performing teams and environments where people can contribute and succeed

Lead with Confidence

Takes timely, evidence-based decisions and owns the consequences.

Drive Innovation & Improvement

Continuously improve services, systems and ways of working in line with the TOM

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in Economics/ Social Sciences or similar.
- Understanding of the Nolan Principles of Public life.
- Strong political awareness and understanding of working in a democratic, publicly accountable environment.

Experience

- Experience of leading the development of strategies to strengthen investment opportunities and commissioning services.
- Able to lead negotiations on complex investment plans including the exercise of initiative and discretion to resolve problems efficiently and effectively.
- Managing and forecasting outcomes to ensure commissioning solutions remains innovative and provides a value for money service.
- Operating within a strategic investments and commissioning environment, proactively managing risk, financial pressures, and governance/reporting requirements across all organisational levels.

- Working in a complex stakeholder environment at a senior level within the public sector and can demonstrate ability to develop and maintain effective relationships, ensuring that internal and external stakeholders understand visions and delivery plans.
- Managing and balancing conflicting priorities to ensure strategic outcomes and regional benefits are realised.
- Working with and advising senior officers and elected representatives to move investments, economic developments and/commissioning activities forward.

Skills and Competencies

- Effective team player who is adaptable, able to work at pace to deliver high quality results.
- Successful at building professional work relationships to make a positive contribution to the achievement of directorate and corporate strategic objectives.
- Strong commercial judgement and a rigorous analytical approach.
- Ability to present investment and financial data and/or information in a format easily understood by managers and members of a non-finance background.
- Ability to develop trusted partnerships within the organisation and with wider partners and oversee the delivery of comprehensive, professional and solution focused advice.
- Creative thinker who is able to see beyond ‘tried and tested’ models or solutions.
- Adopts an entrepreneurial approach, with a proven track record of dynamic thought leadership to attract investment into the region.