

Job Description

Job Title: Commissioner – Sexual & Relationship Health	Service Area: Sexual & Relationship Health	
Directorate: Adult Services	Post Number	Evaluation Number: 6351
Grade: PO7	Date last updated: 19.10.2026	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

The post holder will primarily have responsibility for management of the Sexual Health 'Shared Service' commissioning function on behalf of local authorities across northeast London. Support for some areas of the Healthier Lives commissioning portfolio may also form part of the role.

The post holder will develop and implement strategies and plans to support the development of the agenda across statutory and non-statutory partners.

The post holder will ensure that senior management teams, Council members and Shared Service partners are provided with high-level policy advice and information on which to make strategic commissioning decisions, including use of resources.

Job Context

1. The post holder reports to the Senior Commissioner for Healthier Lives and Sexual Health.

2. The post holder has line management responsibility for one or more members of staff.
3. The post holder will be responsible for optimisation and performance management of sexual health contracts commissioned on behalf of the north east London Sexual Health Shared Service, which is led by Newham Council.
4. The post holder will work closely with staff across London Borough of Newham departments and external agencies, including partners within the north east London Sexual Health Shared Service.
5. The post holder will work alongside other commissioners and the senior commissioner to support services within the Healthier Lives portfolio, including weight management, physical activity, smoking cessation and primary care public health contracts.
6. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To work within the strategic objectives of the north east London Sexual Health Shared Service to develop, implement and monitor performance against action plans.
2. To work within Newham's Health & Wellbeing strategic objectives, by developing, implementing and monitoring relevant Strategic Action Plans.
3. Provide commissioning support for services within the Healthier Lives portfolio as required.
4. To keep abreast of new legislation, government policy, best practice and external factors relevant to the development of health and social care services.
5. Report progress against performance targets and strategic objectives through various meetings and Boards in the form of written reports.
6. To develop systems to identify priorities for the commissioning of services with key stakeholders and develop a programme for implementation within the available financial resources.

7. Undertake benchmarking activities across the service as a whole, both with local/regional and national agencies, including the analysis of information and outcomes to increase awareness of the positioning of the authority and highlight areas to improve on outcomes.
8. Lead on the procurement of commissioned services and independently navigate the Newham Council governance process, effectively planning and engaging with internal and external stakeholders to meet deadlines and achieve targets.
9. Ensure the active engagement of service users and staff in the development and delivery of services.
10. To evaluate and challenge, where required, commissioned services' performance and activity to ensure that the Council and local people are receiving value for money and that statutory responsibilities are being met.
11. To identify requirements for and undertake service reviews and audits of services.
12. Lead the work for the service to determine local and regional priorities for developing and transforming services and partner organisations to improve outcomes related to substance misuse.
13. To manage a commissioning officer or other team member.

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Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: Excellent understanding of key national and local drivers that affect public health. Knowledge of the sexual health agenda and its implications for local authorities and other public bodies. Understanding of Local Strategic Partnerships, their delivery mechanisms and associated funding streams. Excellent knowledge and understanding of	Application Form/Interview/Test Application Form/Interview Application Form/Interview/Test Application Form/Interview

commissioning. Financial awareness and knowledge of business planning cycles. Knowledge of contracting systems and procurement procedures. Knowledge of project management. Understanding of the use of information and/or data to develop and improve service performance.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
QUALIFICATIONS: Educated to degree level in a relevant subject	Application/Documentation
EXPERIENCE: Experience of commissioning, including effective organisation, planning, implementation and monitoring of delivery. Experience of working in health or adult social care services, ideally within the context of health improvement and/or prevention. Experience of strategic planning. Experience of budgetary management and financial forecasting, ideally through activity-based tariffs. Experience of preparing and presenting complex reports and making recommendations for change to senior managers and elected members. Experience of planning, managing, monitoring and delivering projects on time and to specification despite constraints or obstacles. Experience of working collaboratively with stakeholders to achieve service improvement. Experience of stakeholder involvement and partnership working.	Application/Interview Application/Interview Application/Interview Application/Interview/Test Application/Interview Application/Interview/Test Application/Interview Application/Interview
SKILLS AND ABILITIES:	

Excellent communications skills, including the ability to write clear & precise reports, present well at meetings and deliver presentations to a variety of audiences.	Application/Interview/Test
Strong analytical skills, including ability to understand complex data and translate that into meaningful questions and recommendations for service improvement.	Application/Interview/Test
Ability to produce monthly financial reports.	Application/Interview
Ability to negotiate with managers at senior levels in a variety of agencies.	Application/Interview
Ability to work on a number of complex projects simultaneously & respond quickly to changing priorities under pressure.	Application/Interview
Ability to organise tasks and workload independently and to demonstrate accountability in supervision.	Application/Interview
Ability to set outcomes and outputs for service delivery that are measurable and linked to the corporate agenda.	Application/Interview
Ability to analyse & evaluate information & to make sound judgements after careful & systematic consideration of relevant information.	Application/Interview
Ability to build effective & productive working relationships with people at all levels internally & externally, including the ability to deal effectively with the communication needs of different internal & external groups.	Application/Interview
Ability to negotiate with stakeholders and implement change.	Application/Interview
Ability to influence and persuade stakeholders across a range of settings to meet organisational objectives.	Application/Interview
Ability to organise tasks and workload independently and to demonstrate accountability in supervision	Application/Interview
PERSONAL STYLE & BEHAVIOUR: A willingness & ability to represent corporate interests and those of the sub-regional 'Shared Sexual Health Service' at a London level.	Interview

Commitment & ability to contribute to the Council's vision, values & priorities. Ability to act in a professional manner, setting an example to other staff. Ability to know when to draw risks and sensitive matters to the attention of managers.	Interview Interview Interview
OTHER SPECIAL REQUIREMENTS: This post is subject to a Basic Disclosure Scotland DBS check.	Satisfactory clearance at conditional offer stage