

Job Description

Job Title: **Contract Manager**

POSCODE: **2484**

Grade: **L**

Overall purpose of the job

Act as the commissioning lead and manager for the Authority and partners for the robust contract management of multiple private finance investment contracts within the county.

Provide specialist private finance investment advice and guidance to the Authority and externally to partners and external stakeholders.

Main accountabilities

1.	Within service areas and customers/partners the postholder will be the lead officer for the commissioning, construction, and operational delivery of statutory infrastructure assets such as education, with an overall value of nearly a billion pound; engaging with key stakeholders such as other local authorities, governmental offices, external regulators and customers on behalf of the Authority.
2.	The postholder will manage multiple PFI contracts in accordance with contract terms, protecting the commercial and reputation interest of the Authority, partners and customers, ensuring value for money and that assets are fit for purpose and safe.
3.	The postholder is responsible for the developing and maintaining high quality partnerships with stakeholders including customers across multiple sectors including education and highways in order to meet the dynamic and needs of users including vulnerable groups.
4.	The postholder is responsible for the procurement of new and revised built and serviced assets including the development of scopes, specifications, tender documentation, leading the procurement process, negotiation and awarding of contracts for, and on behalf of the Authority and partners.
5.	The postholder will take the lead in ensuring best value for money for the Council by developing, commissioning and monitoring good quality but cost effective services for the groups of vulnerable people set out above, e.g. developing transparent service provider pricing, agreeing outcome focused contracts, renegotiating existing agreements, leading the decommissioning of high cost or poorer value services and developing business cases for new investments, ensuring that services are delivered within available budgets.
6.	The postholder is required to ensure that services and contracts remain compliant within local and national standards and legislative changes both relating to local authority procurement and to the standards and expectations of the service areas that support the vulnerable groups set out above.
7.	The postholder will intervene where contracted services fall below required performance measures by supporting the service to comply with the required standard and / or renegotiating terms and conditions or decommissioning the contract and re-tendering, exercising their professional judgement relating to the levels of risk within the service and its capacity to improve.
8.	The postholder will be required to manage and supervision another member of staff, such as a contract administrators, in line with the policies and procedures of the Council and as necessary to meet the operational requirements of the service area.
9.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

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Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree/level 6 (NQCF)	Either; Building Surveying, Construction, Project Management or Facilities Management	Essential
Site Management (SMSTS)	Construction project management	Desirable
Health and Safety	NEBOSH General Cert or IOSH Managing Safely	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
IT literacy	how to operate; Office systems including databases, CAFM's, and construction project management tools.	Essential
Private Finance Initiatives	Understanding of governmental policy, drivers, procurement, management vehicles and operations.	Desirable
Legislation and regulations relating to PFI's and service sectors.	Understanding of the principle statutory, regulatory and local government requirements	Desirable
Skills		
IT literacy	Evidence creation of documents, reports, databases, emails etc	Essential
Interpersonal	Able to demonstrate excellent communication (both verbal and written) and numeracy skills	Essential
Self-management	Prioritise own workloads and be able to deliver to deadlines.	Essential
Experience		
Customer and stakeholder	Experience of developing positive and productive relationships across a range of stakeholders, influencing people and customers, being able to manage conflict and sensitive situations to obtain a successful resolution.	Essential
Contract Management	Experience of contract management and ability to supervise teams.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe guarding working practices that apply to this role.	Desirable

	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Desirable
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Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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