

# Contract Management Officer – Grade 10-11

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Kirklees has a number of high value, complex commercial contracts including, but not limited to, Education Public Private Partnership (PPP) and Private Finance Initiative (PFI) contracts with private and public sector stakeholders. In this job you will be instrumental in providing a programme of consultation with key stakeholders and end users to ensure a coordinated, proactive approach to contract management across all areas of the Council. You will represent the Council, ensuring that delivery, monitoring and administration of contracts is both effective and compliant, ensuring value for money for the Council and end users

This role is based within Economy & Infrastructure.

Find out more about [working for Kirklees](#).

## Key areas of responsibility

The Council is committed to achieving value for money and excellent outcomes through PPP and PFI contracts. In this job you will undertake an important monitoring role and will provide a programme of monitoring to be delivered.

You'll be a positive and enthusiastic representative of the Council as a first point of call for stakeholders. You will work hard to engage proactively with stakeholders to understand business needs and expectations building a relationship of trust and mutual understanding.

Your professional and tactful attitude to often conflicting demands of stakeholders and sensitive consideration of their issues will mean you are able to negotiate effectively with operational, contractual and efficiency considerations in mind.

Your attention to detail will support you to ensure that contracts are effectively monitored and that any variations are properly administered, recorded and authorised following detailed specifications. Your technical contracts knowledge and understanding of the operating environment will mean you see opportunities for potential savings in delivery and procurement of contracts.

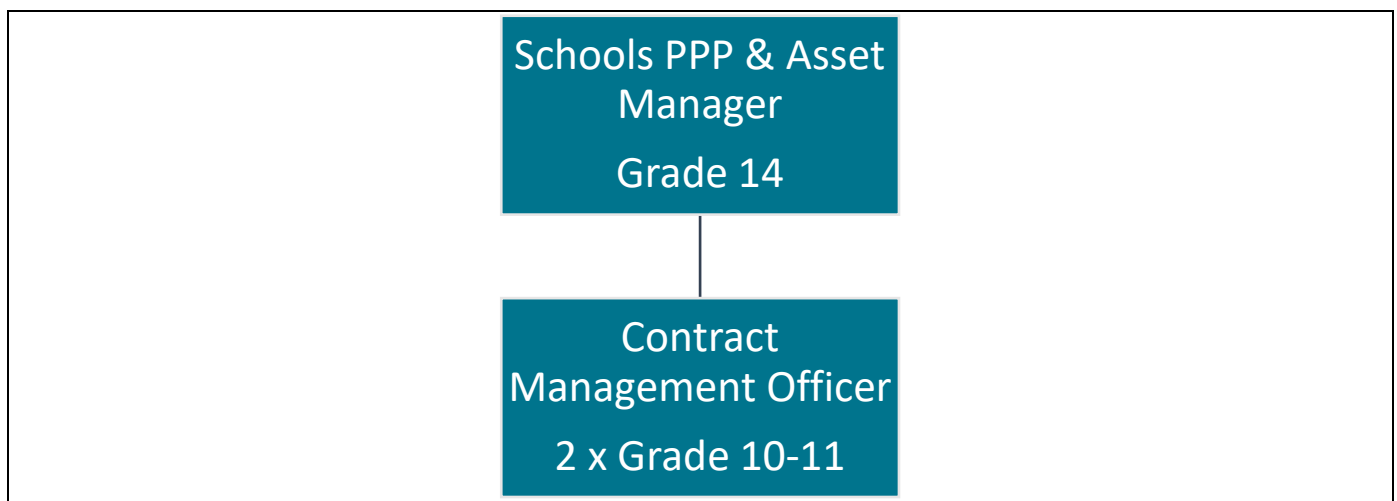
You'll ensure budgetary targets are met through adoption of effective budget monitoring, management and payment systems. Pass reports to the Finance Unit to ensure the agreed payments are dispatched within the required timescales, keeping accurate records and to advise and charge schools specific costs incurred as a result of variations not part of the main Contract.

Other key responsibilities are shown below:

- Analyse and report on monitoring information and where standards or contract requirements are not met you'll make sure remedial action is taken swiftly.

- As the 'face' of contracts, you'll work with stakeholders to help them to understand the contracts and requirements so your relationships with them will be vital.
- Provide advice and support to stakeholders and customers related to contracts.
- Routinely deal with stakeholder requests both remotely and through regular and ad hoc meetings.
- Responsibility for agreeing variances to contracts within parameters and will highlight any areas where opportunities for efficiencies and savings exist to ensure contracts represent value for money. It will be within your remit to discuss passing on price increases to stakeholders.
- Work closely with and have line management support through the Public Private Partnership Contract Manager.
- Interpret risk assessments, reports and surveys highlighting where responsibilities lie.
- Contract monitoring and management is in line with performance standards and contract specifications.
- Uses monitoring information to support improvement in contract performance.
- Promotes collaboration between the Council its partners and schools.
- Takes corrective action when service delivery does not meet the contractual requirements.
- Deals effectively and confidently with competing priorities in a fast paced environment.
- Applies attention to detail to interpret and advise on complex contractual documentation.
- Maintains accurate records and uses appropriate document management to support contract management.
- Works effectively as part of a team and takes a flexible approach.

## Position of job in organisational structure



## Employee Specification

| <b>Knowledge, qualifications, skills and experience</b>   | <b>Shortlisting criteria</b> |
|---|------------------------------|
| Understanding of PPP and PFI arrangements to be able to monitor requirements and provide advice.  | Essential                    |
| Detailed understanding of facilities management, ideally within an education environment.         | Essential                    |
| Understanding of contract management  | Essential                    |
| Understanding of and ability to interpret complex commercial contracts.                           | Essential                    |
| Working knowledge of contract regulations.  | Essential                    |
| Experience of effective stakeholder engagement.   | Essential                    |
| Proven track record of analysing, recording and presenting financial and performance data.        | Essential                    |
| Experience of effective and successful project management including effective management of risk. | Essential                    |
| Proven track record of delivering efficiencies and financial savings.                             | Essential                    |
| Experience of effective financial monitoring.   | Essential                    |
| Able to operate in a range of different operating contexts.                                       | Essential                    |
| Good level of IT knowledge and skills to produce monitoring information and analysis.             | Essential                    |
| Excellent communication and negotiation skills to effect efficiencies and value for money.        | Essential                    |

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

|              |                  |                    |               |
|--------------|------------------|--------------------|---------------|
| Job Category | Economy & Skills | Grading ID         | 60410 & 60420 |
| Job ID       | 80100379         | Last Updated       | 14.09.2020    |
| Job Focus    | No               | Career Progression | Yes           |

## Contractual Variants

|               |     |                        |     |
|---------------|-----|------------------------|-----|
| DBS Category  | n/a | DBS Type               | n/a |
| Health Check  | n/a | Politically Restricted | n/a |
| 24/7 working  | n/a | Public Holidays        | n/a |
| Night Working | n/a | Alternating Pattern    | n/a |
| Standby       | n/a | Other                  | n/a |

# PPP Contract Manager – Grade 10 - 11

## Career Progression – How it works:

### Requirements to progress to GR 11:

- To have been in post for a minimum of 12 months
- To have the support of their Line Manager
- To have a good appraisal which includes a recommendation for progression from their Line Manager, evidence of regular and effective service, achieving objectives by the required deadlines and evidence of personal development.

### CMs need to submit the following to their line manager:

- Their current appraisal
- Evidence of how the progression requirements have been met

### Validation:

- Submitted evidence will be considered by the line manager and two managers of equivalent grade.
- If required, CMs will be called to a meeting to further discuss the written submission.
- The possible decisions are, pass, refer for additional evidence or defer - not ready to progress yet.
- If refer/defer is being considered the CM will be given the opportunity to discuss areas for development or submit further evidence.
- Further submissions cannot be made within a 6 month period
- The CM will be advised of the decision, and constructive feedback given.
- Agreed progression will be backdated to the date of submission of evidence.

## Activities at Grade 10

At Grade 10 CMs will be able to demonstrate strong examples of at least 85% of the activities of a CM (see job profile). At Grade 10 CMs will be expected to undertake detailed work with schools and the provider, to problem solve and bring solutions forward, deliver projects in a timely manner, undertake and prioritise work and apply alternative and effective communication skills, in conjunction with the School PPP Contract and Asset Manager.

## Activities at Grade 11

At Grade 11 CMs will be able to demonstrate strong examples of having undertaken all of the activities of a CM role (see job profile) and will be able to undertake detailed work with the provider and schools, problem solve and bring solutions forward and deliver major projects that are complex and/or of significant value as well as deputising for the Schools PPP and Asset Manager as required.

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