

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Strategic PFI Contracts Manager

Works, Place, Economy & Environment Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Purpose and impact:

To provide strategic estates management advice and direction to the Council's schools directorate in developing a range of key strategies and delivery plans collaborating closely with a wide range of stakeholders.

To ensure the successful commercial and performance delivery of adult care and schools PFI contracts with an overall value of a billion pound. Ensure that there is a robust governance of the contracts ensuring compliance and engagement of key stakeholders.

Accountable to:

This role is accountable to the Head of Works. The role sits within Assets & Environment, part of the Place, Economy & Environment Directorate of West Northamptonshire Council and has line management responsibility for Performance and Improvement Officer, Building Surveyors and an Administrator.

Responsibilities:

1. Act as the Council's designated contractual representative effectively managing PFI/PPP contracts on its behalf.
2. Develop and implement robust contract governance, management procedures and policies relevant to the contracts. Implement practice that ensures that contractors are fulfilling their obligations and where necessary take swift appropriate action to tackle performance failure and ensure the Council receives the correct compensation.
3. Provide robust financial management of PFI/PPP budgets ensuring they are best planned, monitoring and authorising of expenditure.
4. Consult, develop, and implement contract variations to ensure a betterment of services and delivery of best value.
5. Work with key external and internal stakeholders to plan and manage the expiry of PFI/PPP contracts ensure the transition of assets and services does not affect operations. Ensure assets are handed back in accordance with the contract requirements.
6. Lead with colleagues across directorates including adults and education to develop strategies and contract mechanisms to create environments and services that enable the delivery of cross directorate objectives. Where required affect contractual change to enable better service delivery and best value.
7. Developing effective productive relationships with key stakeholders internal and external in the promotion of PLACE services and PFI contracts. Create opportunity to celebrate successes whilst challenging poor performance.
8. Provide professional management and direction to a team of officers and be responsible for ensuring that agreed objectives are achieved. Motivate and support staff, continuously monitoring their performance through the Council's VIP process.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.

10. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the service.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Ability to develop high quality documents, business cases, project management documents, project initiation documents and plans etc	Essential	A/I/P
Ability to prioritise own workloads and deliver projects within agreed tolerance	Essential	A/I/P
Negotiation skills and excellent communication skills	Essential	A/I
Ability to lead and chair meetings ensuring they are effective and business objective focused	Essential	A/I
Ability to represent the area/Council at local and national forums	Essential	A/I
Knowledge and use of Microsoft Office packages, CAFM systems and project management software	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Understanding of the principle statutory and regulatory local government requirements in this field, around PFI/PPP's, adult and education sector	Essential	A/I/P

Relevant experience:	Essential / Desirable	Measured by
Substantial experience of PFI/PPP contract management or management of large contracts/projects that are externally funded	Essential	A/I/P
Experience of developing productive relationships and ability to manage sensitive and challenging situations	Essential	A/I/P
Experience of working within a busy environment, preferably client and division provision base	Essential	A/I/P
Evidence of preparing a range of complex detailed documentation/reports for varying audiences	Essential	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree level of education or substantial experience in either building, surveying, construction project management or contract management.	Essential	A/D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Professional Support Band 10	Worker type:	Part-flexible
Salary range:		Budget responsibility:	Around £50m pa
People management responsibility:	Team of multi-disciplinary technical, project, and support staff		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to three days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

