

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Strategic PFI Contracts Manager

Assets and Environment, PLACE

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.



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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 over a billion pound. To ensure that there is robust governance of the contracts ensuring compliance and engagement of key stakeholders.

Accountable to:

This role is accountable to the Head of Works, responsible for the direct line management of the PFI Contracts Management Team, Flood and Water Management, Construction Management, Assurance, Compliance and Property Condition, and Energy Management. The role sits within Assets and Environment Services, part of the PLACE Directorate in West Northamptonshire Council.

Responsibilities:

1. Lead the development of, in conjunction with internal and stakeholders, the PLACE directorate's schools asset utilisation plan. Ensure that the plan reconciles with the Council's
2. Act as the Council's contractual representative for the PFI contracts with responsibility for annual revenue budget of c£55m and £2m capital.
3. Ensure the contractual performance and monitoring of the contract within the agreed terms and conditions. Ensure that a range of performance management reports are provided as required ensuring good governance of the contract.
4. Responsibility for developing highly effective relationships with key stakeholders (internal and external) and contracting delivery partners, create and implement best practice contract performance processes and procedures to ensure compliance with contract requirements.
5. 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.
6. Develop and implement a framework for managing the statutory review of schools within the contracts and ensure their compliance in conjunction with national standards and guidance.
7. Develop and provide educational finance services to academy and non-community schools within LGSS.

8. 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.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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
Delivering high quality presentations to a range of audiences	D	I
To be able to build effective relationships with key stakeholders – understanding	E	I/A
Ability to communicate effectively and confidently in different forms (including report writing and presentations) with various customers and professionals including heads of schools, multi-academy trusts, Department for Education, members of the public and technical stakeholders	E	I/A
Developing high quality documents i.e. business cases, project management documents, project initiation docs, plans etc	E	I/A
Leading/chairing meetings ensuring they are effective and business objective focused	E	I/A
Ability to conduct research and comprehend implications on business operations, policy, and procedures	E	I/A
Prioritise own workloads and be able to deliver to deadlines	E	I/A
To work within a total team environment	E	I/A
The ability to represent the division/Council at local/national forums	E	I/A
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A

Knowledge:	Essential / Desirable	Measured by
Understanding of the principle statutory and regulatory local government requirement and national duties	E	I/A
Constructing detailed complex reports for a range of audiences	E	I/A
Experience of using or interpreting outputs from drainage software packages and Computer Aided Design drawings	E	I/A
Practical knowledge of Microsoft Office packages and Geographical Information Systems	E	I/A

Relevant experience:	Essential / Desirable	Measured by
Substantial experience of working within a busy environment – preferably client and division provision base.	E	I/A
Delivery of projects within agreed tolerances	E	I/A
Negotiation with a range of key stakeholders to ensure business objectives are met	E	I/A
Able to demonstrate excellent communication (both verbal and written) and numeracy skills.	E	I/A
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.	E	I/A
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E	I/A
Managing direct customer contact and dealing with sensitive situations	E	I/A

Education, training and work qualifications:	Essential / Desirable	Measured by
Evidence of computer literacy including a sound knowledge of tasks, systems, databases	E	A/D
Experience of PFI/PPP contract management, or management of contracts/projects externally funded over a period of 4 years or more.	E	A/D
Degree level qualification equivalent to either building surveying, construction project management, contract management or management.	E	A/D
English and Math to level 3	E	A/D
Demonstrate a high level of education relevant to project management i.e. Prince 2 Practitioner qualification	E	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.

Additional pre-employment checks specific to this role include:

Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education)

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	PS10	Worker type:	Part-flexible
Salary range:	£52,194 - £55,943	Budget responsibility:	c£10m
People management responsibility:	[manager to insert]		

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 3 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.

