

Job Description

Job Title: Contract Manager

POSCODE: CCC0327

Grade: P3

Overall purpose of the job

Cambridgeshire Council promotes and delivers economic growth in the Cambridgeshire and Peterborough area. In order to achieve this, it has Highways and Street Lighting Contracts that enable the delivery of these objectives, in the order of £80 million per annum.

Delivering transport interventions to transform the network, reduce congestion and move people more freely between businesses and homes around the area;

- Improvement and maintenance of the highway network
- Maintenance of street lights and illuminated assets
- Smaller bespoke highway contracts
- Street lighting service for new assets and customer service
- Smart city interventions to boost the economic potential and efficiency of the area

The Project Delivery Directorate, contract management team supports the delivery of improvements and maintenance of the network, and as part of the service manages contracts to enable this. Working together to support sustainable economic growth in the Cambridgeshire area and to ensure the Council achieves its objectives. A major requirement of this role will be to formulate and drive a consistent approach towards all resourcing, contractual performance and tendering activity within the business, ultimately ensuring that value for money is maximised and cost savings are generated. Working across the Council with those that access these contracts to monitor and report on progress and cost savings achieved by category / supplier and validate supplier performance and ensure that the programme remains on track and on budget.

Ensure contract compliance and that the contracts are delivering a service that meets the objects set by the Council.

Main accountabilities

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1.	<p>Contract Management</p> <p>Develop a suitable contract database and protocol for ongoing supplier management including the ongoing creation, rationalisation and management of “preferred suppliers”, along with a clear contractor overview highlighting key contracted information. (E.g. contract sum, length of term annual increases etc.). Including sub-contractors approval etc.</p> <p>Effectively engage with departmental budget holders, Project Managers and Legal Department and ensure adequate internal training and processes are understood and best practices adhered to.</p> <p>Maintain regular and accurate reporting mechanisms to HoS / Directorate/ Board that clearly highlight cost savings achieved by framework or contracts.</p> <p>Work in partnership with budget holders and the Service heads to improve the contract development process across all levels of business.</p>

	<p>Work with the business and negotiate contractual arrangements with suppliers to ensure that value for money and excellent service level are maintained and optimised across all categories of expenditure.</p> <p>Ensure contracts are completed for all relevant agreements and that Service Level Agreements have been agreed with the relevant business owner(s), this include Health and Safety issues, Sustainability and Bribery Act compliance as well as clear penalty payments for non-compliance or service delivery. Both NEC and PFI forms of contract.</p> <p>Support the business in its endeavours to monitor supplier's performance in line with KPI's, contractual obligation and service legal agreements.</p> <p>Ensure adherence to the approved Assurance Framework.</p> <p>Ensure that contracts and proposals are properly entered into organisational database and securely maintained.</p> <p>Review contractual performance of the suppliers to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal.</p>
2.	<p>Partnership Working and Stakeholder Engagement</p> <p>Support and engage with HoS, Project Managers and Board and partners to ensure that value for money is maximised and cost savings are generated.</p> <p>Engage relevant stakeholders in negotiating decisions involving legal or regulatory requirements, contract standards and cost targets.</p> <p>Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department.</p>
3.	<p>Risk Management</p> <p>Work with Risk Management and Finance to coordinate contractual insurance requirements.</p> <p>Develop and update relevant risk management databases on a regular basis.</p> <p>Identify report on and manage risks associated with supply contracts and legal agreements.</p> <p>Maintains and improves the transport infrastructure network to ensure expenditure is within agreed tolerances of approved budgets.</p> <p>Identify contractual processes and procedures are adhered to manage and mitigate those pressures. Implement risk monitoring and management processes in accordance with corporate guidelines for each project.</p> <p>Ensure programme reflects all highlighted risks.</p> <p>Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.</p> <p>Ensure contractual process are fully complied with and followed.</p>

	Provide advice and support across Place and Sustainability on the Construction Design and Management Regulations.
4.	<p>Financial Management</p> <p>Work with the Commissioning Manager to monitor contract compliance with expenditure, progress, performance against milestones and prepare / report on forecasts to ensure on track and on budget.</p> <p>Work with colleagues/ partners to identify and alternative sources of funding and profile.</p> <p>Undertake benchmarking to identify opportunities to improve potential efficiency / value for money, in line with industry and contract standards.</p>
5.	<p>Communication and Customer</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the project.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Ensure projects meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of work, aligning full with Board expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the team Leader to the Board and members to assist in decision making.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed and given timely updates about progress on the delivery of projects and work programmes.</p> <p>Develop policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.</p>
6.	<p>Staff Management and Development</p> <p>Impart knowledge and expertise on specific business areas through mentoring and coaching of other staff to strengthen the skill base create more resilience within teams by introducing broader training techniques, including; but not exclusively, land mapping, negotiations with land owners and procurement.</p>
7.	<p>Equality, Diversity and Inclusion</p> <p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
HNC or degree in Civil Engineering, or a relevant discipline, or extensive relevant experience	Degree or degree level intellect plus	Essential
Evidence of continued personal / professional development	Higher Degree	Desirable
A relevant professional membership e.g. Chartered/Incorporated Engineer	Member of Charter Institute of: Chartered Civil Engineer or other FM professional qualification	Essential
A relevant Management qualification	DMS	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
	<ul style="list-style-type: none"> · Infrastructure Projects, business case, technical, best practice, legislation · Track record of establishing and implementing effective performance measures and evaluating service quality · Track record of efficiency savings and demonstrable VFM through negotiation. · Ability to forward plan and propose budget requirements · Ability to monitor spending against budget and actively intervene to maintain on-target financial · Develop partnerships at the highest levels with other agencies as a means of ensuring project and service objectives are met. · An understanding of how to manage the needs of a diverse set of stakeholders; · Knowledge and up-to-date understanding of procurement , legislative and policy frameworks as they apply to the delivery of Major Projects and service; · Can assimilate complex information and provide strategic and delivery reports on project and service solutions; · Extensive track record in key practical design based engineering role within highway projects which involved the 	Essential

	application of standards to ongoing design.	
	Knowledge of Health and Safety law and the Construction Design and Management Regulations;	Essential
	An understanding of the complexities of local government and the matters affecting it.	Desirable
Skills		
	<ul style="list-style-type: none"> · Ability to drive culture change within an organisation · Analytical and able to provide professional and technical advice and options appraisals and possessing sound reporting skills. · Ability to achieve results, with minimum supervision and to a consistently high standard. · Ability to challenge others and make informed recommendations or decisions that if challenged can be substantiated. · Ability to provide timely authoritative advice to Members, partners, managers and colleagues on all professional and technical matters in an easily understood manner · A desire to learn from experience and improve personal performance. · Determination and drive to achieve and maintain high quality service provision, cost control and wider environmental and performance standards. · Ability to work in a demanding and complex environment · Ability to plan and prioritise own workload methodically and with due attention to detail. · Excellent organisation and time management. · Maintain effectiveness in an ever-changing work environment. · Ability to plan, monitor and manage budgets effectively. · Ability to understand current strategic issues and direction affecting the County Council and schools in order to contribute relevant professional and technical advice and options where practicable. 	Essential

	<ul style="list-style-type: none"> · Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions. · Ability to maintain a thorough awareness of and anticipate external and internal factors likely to affect the local government and able to find solutions to complex situations; · Skilled at writing committee papers; · Flexible in hours of work; · Comprehensive IT skills; · Commitment to continuous personal development · Capacity to use CAD to amend/ test designs 	
Experience		
	Strong experience of the procurement, implementation and management of building contracts, including the specification, commissioning, co-ordination and management of property professional services.	Essential
	Experience of asset management planning and property information systems.	Essential
	Strong practical experience of working with and developing customer relationships at both strategic and operational levels within a variety of customer groups including the public, staff and partners.	Essential
	Experience of the public and private sector business environments and tactics.	Essential
	Proven experience of financial and resource planning and the ability to deliver VFM on major contracts and operating in a multi-disciplinary financial environment engaging with stakeholders.	Essential
	Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce, including the application of codes of practice relating to discipline, unsatisfactory performance, sickness monitoring and related activities.	Essential
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	practice relating to discipline, unsatisfactory performance, sickness monitoring and related activities.	
	Experience of developing and assessing business cases for new pieces of work.	Essential
	<p>Have the ability to visit stakeholder offices and sites, when necessary, where public transport is limited.</p> <p>Have the ability to attend meetings which may have difficult access.</p> <p>Be able to attend meetings out of hours when necessary.</p>	
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

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 work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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