

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Supplier & Contract Analyst

Digital, Data & Technology (DDaT), Resources

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:

The Supplier & Contract Team manage a portfolio of approximately 130 live DDaT contracts covering software, hardware, cloud, hosting, support and digital services with an annual budget of approximately £6m, to support the provision of ICT services to West Northamptonshire Council and its subsidiary organisations.

The post holder will maintain supplier and contract records, analyse contracts, supplier and spend information, raise purchase orders, process invoices, respond to queries on contract performance and progress, support supplier management activities and contribute to the effective management of a significant number of contracts. This includes supporting contract reporting, renewal planning and the monitoring of supplier performance and contractual obligations.

Accountable to:

This role is accountable to the Supplier & Contract Lead. The role sits within Digital, Data & Technology (DDaT), part of the Resources Directorate in West Northamptonshire Council.

Responsibilities:

1. Analyse supplier, contract, expenditure and service usage data to identify trends, risks, opportunities, dependencies and forthcoming procurement requirements, providing insight and recommendations to support strategic and operational decision-making.
2. Maintain and interrogate contract, supplier and financial records, ensuring data accuracy and producing meaningful reporting, forecasting, renewal schedules, spend analysis and management information.
3. Monitor supplier performance, contractual obligations, service demand and contract utilisation, highlighting areas of concern, supporting performance improvement activities and ensuring risks are appropriately escalated.
4. Support the lifecycle management of DDaT contracts and suppliers, including procurement activity, contract reviews, renewals, compliance monitoring and supplier engagement across software, hardware, cloud, telephony, network and digital services.
5. Provide commercial and analytical support for procurement activities, including the procurement of goods and services up to the £100k threshold, helping to ensure value for money and informed purchasing decisions.
6. Act as a key point of contact for supplier and contract-related queries, using data and system information to provide stakeholders with timely updates, performance information and evidence-based recommendations.
7. Contribute to the continuous improvement of supplier, contract and financial management processes through effective use of systems, data analysis and identification of opportunities to improve efficiency, compliance and risk management.
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.
11. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. 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.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

Skills and abilities:	Essential / Desirable	Measured by
Ability to analyse, interpret and present supplier, contract, financial and service performance data, identifying trends, risks, opportunities and recommendations.	Essential	A/I
Strong analytical and problem-solving skills, with the ability to investigate issues, evaluate options and support evidence-based decision making.	Essential	A/I
Ability to produce accurate reports, forecasts and management information, translating complex data into meaningful insights for a range of stakeholders.	Essential	A/I
Ability to build effective working relationships and communicate clearly with suppliers, customers and colleagues, providing professional advice and timely updates.	Essential	A/I
Ability to prioritise workloads, manage competing demands and meet deadlines whilst maintaining a high level of accuracy and attention to detail.	Essential	A/I
Ability to review, challenge and improve processes, applying judgement and initiative to identify efficiencies and mitigate risks.	Essential	A/I
Ability to work independently and collaboratively, taking ownership of assigned activities while contributing to wider team objectives.	Essential	A/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc)	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Knowledge of data analysis, reporting techniques and the use of management information to support business and commercial decisions.	Essential	A/I
Knowledge of Microsoft Excel and other analytical tools used for data interrogation, reporting and forecasting	Essential	A/I
Knowledge of financial processes, including purchasing, invoicing, expenditure monitoring and budgetary controls.	Essential	A/I
Knowledge of contract, supplier or procurement processes and the principles of supplier performance management.	Essential	A/I
Knowledge of databases, ERP systems or contract management systems used to maintain, analyse and report on business information.	Essential	A/I
Knowledge of public sector procurement and contract management practices.	Desirable	A/I
Knowledge of local government structures, governance and service delivery.	Desirable	A/I

Relevant experience:	Essential / Desirable	Measured by
Experience analysing and interpreting data to produce reports, identify trends and support business decision making.	Essential	A/I

Experience monitoring supplier, contract, financial or performance information and presenting findings to stakeholders.	Essential	A/I
Experience working with large datasets requiring a high degree of accuracy, attention to detail and data integrity.	Essential	A/I
Experience managing stakeholder and supplier queries, investigating issues and delivering effective resolutions.	Essential	A/I
Experience supporting procurement, contract management, supplier management or commercial activities.	Essential	
Experience within local government, public sector or regulated environments.	Desirable	A/I
Experience supporting technology, digital, software or ICT-related contracts and suppliers.	Desirable	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
GCSEs Grade C or equivalent in maths and English	Essential	A/I/D
Evidence of continuous professional development	Essential	A/I/D
Relevant qualification or working towards qualification in procurement, commercial management, contract management, business analysis, finance or a related discipline.	Desirable	

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:

Job family and salary band:	Professional Support Band 6	Worker type:	Flexible
People management responsibility:	N/A	Budget responsibility:	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

The role This role has been identified as a flexible worker type; this means that you will be required to be in office as well as flexibility to work remotely from home. You will come into the office as required to meet the business need and for meetings but have a strong reliance on IT/virtual tools.

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.

WNC values colleagues as individuals and encompasses our different perspectives to deliver our collective ambitions. One West inclusive culture.

Should you require this document in another format or language, please contact:
Careers@westnorthants.gov.uk

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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.

