

Job Description

Job Title: Contracts Officer

POSCODE:

Grade: PCC GR11 / CCC P2

Overall purpose of the job

The Contracts Officer role is responsible for the development and management of the IT Supply Chain in line with the ITDS Procurement Strategy and ensuring that solutions are adequate to meet the business needs across Cambridgeshire County Council and Peterborough City Council and contribute to savings for the Councils. Reporting to the Finance & Contracts Manager, this role will be responsible for

- Optimisation of contract pipeline across PCC & CCC
- Effective monitoring of contracts through the contracts register
- Providing advice on best methods of procurement and contract design

The post holder will ensure that all contracts are fit for purpose and managed to the appropriate standards in terms of renewals, operational performance, financial profiling including cost avoidance and savings.

Main accountabilities

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1.	Contract Management <ul style="list-style-type: none"> • For both Councils, review of inbound contracts, supplier terms and conditions and other legal documents providing advice on potential legal issues and risks. • Communicate key contractual terms to Management Team and support with the understanding of the contract requirements. • Liaise with and support service areas in both Councils to ensure contractual obligations have been fulfilled • Manage the distribution, recording, filing and archiving of fully executed contracts and amendments for both Councils. • Work with the Heads of Service & Managers to ensure that all contracts and SLAs for both Councils are aligned to business needs and budgets. • Review, development and management of a Contract Management and Asset Management system that covers the needs of both Councils within the Stakeholders/Partners/Customers of ITDS. • Provide reports outlining contract and monitoring activity, including contractual performance aspects. • Ensure any relevant policies and certificates held by the Councils' relating to the contractor, are up-to-date i.e. Health and Safety, Business Continuity, Insurance
2.	Supplier Management

	<ul style="list-style-type: none"> • Liaise, build and maintain relationships with suppliers to drive strategic value beyond pricing for both Councils. • Across both councils review, develop and manage all Supplier Management processes in line with the councils contractual framework • Provide expertise and guidance to IT colleagues in all areas of supplier management. This will ranged from ad-hoc advice for some suppliers where the relationship is primarily technical through to ongoing support and/or full ownership of the relationship where it is complex, problematic, crosses multiple teams or deemed necessary by IT Finance & Contract Manager • Responsibility for the speedy rectification of any issues arising and working with stakeholders across both Councils as required • Mediate and resolve conflicts between suppliers and IT teams when issues arise
3.	<p>IT Procurement</p> <ul style="list-style-type: none"> • Ensure the Councils' achieve best value by advising on specific exercises relating to the procurement of goods, services and works. • Work with IT Colleagues to produce specifications that achieve best value and cover the full lifecycle of the contract. • Work with the Procurement colleagues in both Councils to ensure the right advice and guidance is obtained for all IT procurement to achieve the highest levels of performance and value for money. • Work with IT colleagues during procurements to ensure contracts meet requirements and can be monitored effectively • Maintain accurate records of procurement activity for both councils to ensure future provisions for benchmarking • Support both Councils in identifying opportunities through procurement routes to deliver savings, maximise income and deliver continued improvement through the use of its resources • When required raise purchase orders for goods and services in line with local government guidelines. • Asset management – active involvement in the Planning & Disposal elements of Asset Management Lifecycle
4.	<p>Data Management</p> <ul style="list-style-type: none"> • Preparing reports for Management Team on a regular basis, and adhoc as required to monitor progress and identify which providers are meeting their contractual and compliance obligations • , To aid continuous improvement by preparing information to enable decisions to be made for contractual renewals • Challenge existing and proposed contracts to ensure best value for both Councils Analyse management information to evaluate potential efficiencies and savings through corporate and collaborative contracts.
5.	<p>Service Management</p> <p>Support the IT Finance and Contract Manager and other team members in areas of financial management and procurement across both Councils to ensure that the team is able to provide a holistic and robust service to the ITDS Management team and the Councils</p>
6.	<p>Carry out any other duties which fall within the broad spirit, scope and purpose of this job description which are commensurate with the grade of the post.</p>
7.	<p>To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</p>

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level or hold a relevant professional qualification.		Essential
Relevant vocational qualification		Essential
CIPS Diploma	Purchasing and Supply	Desirable
ITIL Foundation or above		Desirable

Identify	Describe	Essential/ Desirable
Knowledge		
	Good working knowledge of the IT Marketplace.	Essential
	Knowledge of IT Contract Management & Supplier Management	Essential
	Demonstrate experience of government procurement regulations.	Essential
	Knowledge of the procurement including public sector frameworks and the benefits and constraints of using such.	Essential
	Reasonable high-level technical understanding of IT technologies.	Desirable
	Sound Commercial understanding	Essential
	Knowledge of Local Government	Desirable
Skills		
	Ability to prepare reports for senior management that provide the relevant information regarding contracts in a clear and understandable format	Essential
	Ability to maintain objectivity and sound judgement under complex and challenging circumstances.	Essential
	Strong interpersonal skills with the ability to develop and maintain good working relationships.	Essential
	The ability to manage stakeholder and supplier relationships consistently in challenging situations.	Essential
	Ability to work independently, manage workloads and work well under pressure.	Essential

	Strong negotiation skills	Essential
	Good conflict management skills	Desirable
Experience		
	Sound Commercial understanding	Essential
	Good understanding of ITIL Good Practice guidelines.	Desirable
	Experience of supplier management in technical environment	Essential
	Experience of contract management across a wide range of contract types and values	Essential
	Experience of stakeholder management at multiple levels within a technical environment	Essential
	Experience of working with variable work demands.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

Disclosure level

What disclosure level is required for this post?	None X	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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