

Job Description

Job Title: Contracts Manager

POSCODE: CCC0327

Grade: P4

Overall purpose of the job

Lead the delivery of contracts and their management, implement changes to reflect the dynamic influences that is needed to support contracts to deliver value for money and the service outcomes of the Council. Manage contract creation, rationalisation specifically Highway Services Contract, Street Lighting PFI Contract, and other contracts.

The 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.

The role will be required to work 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.

The role is also responsible for ensuring contract compliance and that the contracts are delivering a service that meets the objects set by the Council.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	<p>Contract Management</p> <p>Lead and implement a 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.</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, such as annual plans and pipelines of work, and risk registers.</p> <p>Responsible for maintaining regular and accurate reporting mechanisms to Group Manager / Directorate/ Board that clearly highlight cost savings achieved by framework or contracts to deliver the required highway outcomes. 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>Lead on contracts to ensure that they are completed for all relevant agreements and that Service Level Agreements have been agreed with the relevant business owner(s). This includes 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>Actively collaborate with colleagues in the directorate to support the business in its endeavours to monitor supplier's performance in line with KPI's, contractual obligation and service legal agreements. Support service developments to enhance the contract and service outcomes.</p> <p>Ensure all users adhere to contract administration across the business. Develop the an approved Assurance Framework needed for compliance, lead on training and materials needs for compliance and also audit and develop new processes where required.</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>engage and direct Group Managers , 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. 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 £60 million per annum.</p> <p>Delivering Transport interventions to transform the network, reduce congestion and move people more freely between businesses and homes around the area;</p> <ul style="list-style-type: none"> • 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 • Lead innovation such as smart city interventions to boost the economic potential and efficiency of the area.
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>Ensure supply chains maintain and improves the transport infrastructure network to ensure expenditure is within agreed tolerances of contract turnover and within contract thresholds.</p> <p>Ensure compliance with contractual processes and procedures in order to manage and mitigate Group Manager pressures, to ensure contract compliance and also minimise risks to the public and organisation.</p> <p>Implement risk monitoring and management processes in accordance with corporate guidelines for each project. 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. Provide advice and support across Place and Sustainability on the Construction Design and Management Regulations are being effectively applied to the contracts.</p>
4.	<p>Financial Management</p> <p>Work with the Group Manager to monitor contract compliance with expenditure, progress, performance against milestones and prepare / report on forecasts to ensure that projects are on track and on budget, circa, £60-100m contract management for a variety of clients both CCC and wider.</p> <p>Work with colleagues/ partners to identify and alternative sources of funding and profile the delivery programmes accordingly and track progress.</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 Focus</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded within each project. Ensure that service objectives align with local community and business needs to deliver outcomes that align with the Councils 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 fully with Board/ Committee 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, engineering project management and procurement. Write and deliver training to internal and external clients.</p>
10.	<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 or above	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
	Comprehensive knowledge and understanding of procurement, especially in local government, legislative and policy frameworks as they apply to the delivery of Projects and highway services, such as NEC forms of contract;	Essential
	Thorough knowledge of Health and Safety law and the Construction Design and Management Regulations;	Essential
	Detailed knowledge of highways or civil engineering acting as a service vehicle to ensure delivery of contracts.	Essential
	Thorough understanding of how to manage the needs of a diverse set of stakeholders; political environments, across contracts and the Highways and Transport service.	Essential
	Detailed knowledge of the management and reporting of contract delivery programmes	Essential
	Detailed knowledge of Client management of supply chain partners and sub contractors in engaging the services of others.	Essential
	An understanding of the complexities of local government and the matters affecting such as financial regulations etc;	Desirable
	Thorough knowledge of how to develop business cases to deliver value for money or savings from contracts and business practices. Achievement of this through innovation and policy changes in delivering an effective and efficient Highway Service	Desirable

Skills	Ability to forward plan, propose budget/ contract values requirements and commercial acumen.	Essential
	Ability to monitor spending against budget and actively intervene to maintain on-target financial	Essential
	Ability to drive culture change within an organisation	Essential
	High level analytical skills with the ability to provide professional, technical advice and options appraisals	Essential
	Ability to achieve results, with minimum supervision and to a consistently high standard in an ever changing work environment.	Essential
	Ability to challenge others and make informed recommendations or decisions that if challenged can be substantiated.	Essential
	Ability to provide timely authoritative advice to Members, partners, managers and colleagues on all professional and technical matters in an easily understood manner	Essential
	Ability to work in a demanding and complex environment.	Essential
	Ability to plan and prioritise own workload methodically and with due attention to detail.	Essential
	Excellent organisation and time management skills.	Essential
	Ability to work in a flexible manner, participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.	Essential
	Ability to understand current strategic issues and direction affecting the County Council and highways in order to contribute relevant professional and technical advice and options where practicable.	Essential
	Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions;	Essential
	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;	Essential
	Comprehensive IT skills; Such as asset management, works order management or contract management systems	Essential
	Ability to develop partnerships at the highest levels with other agencies as a means of ensuring project and service objectives are met	Essential
	Able to assimilate complex information and provide strategic and delivery reports on project and service solutions;	Essential
	Determination and drive to achieve and maintain high quality service provision, cost control and wider environmental and performance standards.	Essential
Experience	Strong experience of the procurement, implementation and management of highways contracts, including the specification, commissioning, co-ordination and management of construction or highway services, especially NEC forms of contract.	Essential

	Proven track record of establishing and implementing effective performance measures and evaluating service quality.	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 objectives.	Essential
	Proven track record of efficiency savings and demonstrable value for money through negotiation.	Essential
	Extensive track record in key practical design based engineering role within highway projects which involved the application of standards to ongoing design	Essential
	Experience of developing and assessing business cases for new pieces of work;	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
	PFI Contract experience	Desirable
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	

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 x	Field	Remote	Mobile
--	-------	-------------	-------	--------	--------