

**PERSON SPECIFICATION**

**Corporate Contracts Manager**

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|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| **EDUCATION** | Professional or Management Degree, or equivalent. | Training Member of Chartered Institute of Purchasing and Supply (CIPS)    Other appropriate Management/Business qualification.    Significant experience in managing procurement and contract management teams.    Relevant evidence of continuing professional and managerial development.    Post Graduate Diploma or equivalent in Management. | AF, QC  AF, QC  AF, QC  AF, QC  AF, QC |
| **(Continued) …** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| **EDUCATION**  **(Continued)** |  | Accredited Project Management Qualification eg Prince2. | AF, QC |
| **WORK EXPERIENCE** | Demonstrable experience of successfully delivering full procurement exercises for the provision of services and contract management support.  Working on and managing contracts, managing dispute, and issues resolution to a positive financial and satisfactory conclusion.  Evidence of embedding an approach focussed on the organisation and its customers with a client led approach to all contractual activities and business planning processes to ensure this is delivered. | Demonstrable experience of contract managing public sector outsourced partners/suppliers, delivering customer facing operations and services; presenting to board level or elected members on all aspects of contracts; and using open book accounting methods for scrutinising purposes.  Current or previous experience and interest in the culture and leisure, parking enforcement and management, or waste collection industries, or demonstrable transferable skills to benefit these specialisms. | AF, I  AF, I  AF, I |
| **(Continued) …** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| **WORK EXPERIENCE**  (Continued) | Experience of leading diverse and varied teams and evidence of delivering corporate objectives, priorities and projects on time, on budget and to the highest standards.  Experience of business planning strategy development and implementation. |  | AF, I  AF, I |
| **COMMUNICATION** | The ability to converse at ease with members of the public and provide advice in accurate spoken English.  High level of interpersonal and relationship skills at all levels.  Possesses relationship building management and negotiation skills, with demonstrated ability to influence and persuade at the highest level. |  | AF , I  AF, I  AF, I |
| **(Continued) …** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| **SPECIFIC SKILLS** | Working knowledge and practical experience of best practice and professional standards in contract management.  Evidence a practical understanding of project and contract management applications and their use in managing a varied portfolio of contracts.  Evidence of strong financial performance and successful budget management.  Evidence of ability to manage and mitigate risks with delivery partners/suppliers.  Demonstrate an understanding of how to use and interrogate data to produce reports and identify the requirements of the Organisation. | Understand the challenges facing local government and the culture and leisure, parking enforcement and management, and waste collection industry.  Demonstrable understanding of the financial, legal and procurement issues in the context of public sector contract tendering procedures; including EU Directives and HRMT Guidance.  Willingness to gain or demonstration of, an understanding of Stafford Borough Council and its role in the delivery to the public of culture and leisure, parking enforcement and management, and the waste collection Industry. | AF , I  AF , I  AF , I  AF , I  AF , I |
| **(Continued) …** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| **SPECIFIC SKILLS**  (Continued) | Evidence of ability to appraise and evaluate options and make clear recommendations on improving service delivery.  Evidence of ability to ensure contractual performance indicators are achieved through a structured performance management framework | Evidence of knowledge of ISO9001: 2015, or other quality management systems. | AF , I  AF , I |
| **PERSONAL QUALITIES** | Demonstrate an understanding of the importance of the link to the role, the public responsibility and the delivery of culture and leisure, parking enforcement and management, or waste collection industries.  Willingness to undertake future training as and when required. |  | AF, I  AF , I |

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| **OTHER CRITERIA** | Able to attend evening and/or weekend meetings.  Hold a valid full UK driving licence for using own vehicle with business purposes insurance cover. |  | AF, I  AF , I |