(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Corporate Contracts Manager

**Scale** Grade L (NSCP 40 to 43) £42,683 to £45,591 per annum

**Post No** OCO103

**Service**: Operations

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**Responsible to**: Group Manager - Neighbourhood Services

**Responsible for**: Designated employees within the allocated service area, in particular:

Recycling and Waste Operations Officer

Car Parking Manager

Quality and Performance Officer

**Key Relationships:** Stafford Borough Council’s Cabinet, Scrutiny Committee, Elected Members,Head of Governance, Heads of Service, Group and Service Managers, Contract Providers, Partnering Boards, Service Users, Volunteers, Internal and External Partners including Staffordshire County Council Corporate Procurement Services

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| **Job Purpose**:  To manage and support key corporate contracts to agreed service level specifications and standards; identify and manage risks that may arise through the operation of the contract and implement robust financial and operational controls.  To provide contract management advice to the Council, ensuring that arrangements are in place for effective contract management.  To provide effective procurement support in partnership with Staffordshire County Council’s Corporate Procurement Services, to ensure the delivery and provision of compliant, affordable, high quality and effective contracts. |

**Main Duties and Responsibilities**:

1 Responsible for all aspects of contract management of key Council contracts to ensure that corporate contract outcomes and targets are achieved on time, in budget, and to a consistently high standard to the benefit of residents of Stafford Borough. The key contracts include:

* Stafford Leisure Partnership
* Recycling and Waste Collection Service and Processing of Dry Recyclables
* Parking Enforcement and Car Park Management
* Provision of Closed Circuit Television Camera Coverage

2 Responsible for ensuring good relationships between strategic and operational leads including organising, chairing and providing secretariat support for contract and strategic partnering boards.

3 Undertake a review of existing Council contracts and produce a framework and plan for monitoring and reporting contract compliance, performance and value for money.

4 Lead on contract negotiations and contract management activity in the relevant Service area, by formally monitoring the contract cycles and variations to ensure that the Council is never at risk of being out of contract with Service providers/suppliers.

5 Lead on financial analysis and tracking of benefits delivered through corporate contracts, and annually audit the financial viability of contracted Services to identify areas of efficiency, value added improvements and areas of risk.

6 Continually review other Council expenditure on external providers to ensure compliance with procurement regulations and/or to identify opportunities to rationalise spend and/or improve quality of provision through a recognised procurement strategy either as a Council or consortium.

7 Keep up to date with existing and emerging national, regional and local policy and funding opportunities, joint ventures and other delivery models, to maintain the Council at the forefront of innovative thinking on contract Service design and delivery. Undertaking training when required.

8 Where required and in partnership with Staffordshire County Council’s Corporate Procurement Services be Stafford Borough Council’s main point of contact on contract procurement for new contracted Services including market intelligence, user engagement, mitigating and transferring risk, planning for business continuity and alternative methods of delivering Council Services. Undertake a suitable procurement process including appropriate contract management principles to drive continuous improvement, quality improvements, innovation, a strong customer focus, financial accountability and sanctions for breach of contract conditions. Lead on implementation period between contract award and contract commencement and liaison with Staffordshire County Council.

9 Where appropriate, provide governance, advice, guidance and support to colleagues on contract management and market intelligence including preparing for the testing of the external market, knowledge of the market, alternative methods of delivering Council Services and, where appropriate in partnership with Staffordshire County Council’s Corporate Procurement Services, identify a suitable procurement strategy including appropriate contact management principles to drive continuous improvement, quality improvements and a strong customer focus.

10 Provide training on contract management and procurement to Elected Members and colleagues as required.

11 Have an understanding and practical application of total quality management, through recognised and relevant national quality accreditations and quality assurance systems for Service area(s).

12 Contribute to the Council’s Corporate Priorities and Business Plan, including the medium-term Financial Plan, by ensuring corporate contracts are; legally compliant with Council policies, procedures and regulations; and fit for purpose and future-proofed to achieve the stated Service aims, objectives and outcomes.

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the PDR process. |
| For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English. |
| **Safeguarding and Prevention Duties**  The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.  Employees are expected to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold. |

##### Special Conditions

The Job Description for this new post is not a definitive list of duties and tasks; it is designed to give an overall view of the job; and not to prescibe what the sole requirements are for you to do the work; it is envisaged that you will use your own initiative and develop your own style to achieve the desired aims.

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for health, safety and welfare of the staff under your control.

3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.

4 To be responsible for the health, safety and welfare of yourself and employees you are working with.

5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

6 The above duties may involve having access to information of a confidential nature which may be covered by legislation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council’s Risk Management Strategy.

The Council reserves the right to vary the duties and responsibilities of staff under conditions prescribed in national agreements. Thus, it must be appreciated that the above duties may be altered as the future changing needs of the service may require.

**AGREED BY**

**POSTHOLDER: Signed**

**Dated**

**AGREED BY**

**LINE MANAGER: Signed**

**Dated**

**HEAD OF HUMAN RESOURCES: Signed**

**Dated**