

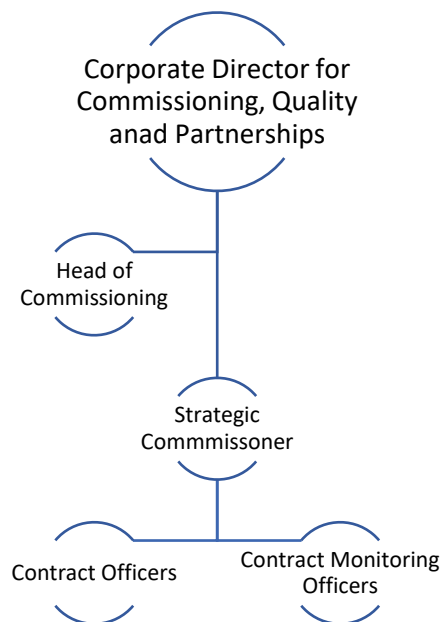
Context Statement

To accompany Job Description and Person Specification

Job title:	Contract Officer
Directorate/service/team:	Children's Services – Commissioning Services
Grade:	9
Location:	County Hall and home
Reports to:	Strategic Commissioner

Organisational structure

This post sits within the central Commissioning Service within the Children's Services Directorate.



Context of the work

The purpose of this role is to ensure that there are effective contractual arrangements in place for external spend. The post holders ensure these arrangements are legally compliant, provide value for money and deliver good outcomes for children and families.

You'll be setting up the contracts and ensuring our providers comply with our requirements.

Here's just a few areas of work the team manage contracts for:

- short breaks for disabled children
- supporting progress and inclusion (in education)
- support for vulnerable children in police custody
- supporting children in care
- speech and language therapy

We also manage contracts that support the children's workforce:

- learning and development
- digital and IT solutions

You will be:

- evaluating tenders
- setting up new contracts
- undertaking contract monitoring arrangements to measure performance
- meeting with providers, including at sites they deliver services to children from
- ensuring providers meet the requirements and standards set out in their contracts and specifications
- request, collate and analyse reports
- ensuring contracts are effective
- providing advice on contract procedure rules
- dealing with or escalate contract performance issues
- providing support and advice to providers and commissioners in relation to complex and challenging situations
- supporting commissioning activities and contracts to ensure outcomes are effectively recorded and used to contribute to commissioning and decommissioning decisions
- maintaining records of contract arrangements and other arrangements, including fees and charges payable
- undertaking project work including the preparation of management information as required
- maintaining contractual arrangement information on a database
- assisting in the preparation of costings and budget estimates in the negotiation and preparation of contracts
- developing and maintain records of grant activity and associated outcomes
- assisting with market engagement activities

About the team

You'll be working in a supportive and enthusiastic team where everyone can input or play a part.

Read what the people you'll be working with say about their work:

Maheshi, Contract Officer

"I am proud to be an employee of Dorset Council! The work I do as a Contracts Officer in Childrens Services is diverse and interesting. The variety of work is challenging but having a team of colleagues who are always there to help makes it easy. We have a very friendly, supportive, hardworking team who get things done. There is diversity, inclusiveness and wonderful camaraderie among us. From the start of my role the level of trust and responsibility placed on me enabled me to grow confident about my role. The flexibility offered to do our work gives me the much needed work/life balance. The learning opportunities are endless and the encouragement for continuous development is a great plus working here! Knowing that I too am able to contribute to giving children in Dorset the best start in life, gives me great pleasure".



Shinta, Contract Officer

“Our team deals with many services that support children from social care, education and health care. There are a lot of opportunities to learn and progress. Improvement ideas are always welcomed to make sure that we’re working with the right providers for the children in Dorset. We sometimes hear the impact of these services for the children. This shows the important role we are doing and this is very rewarding. To me, it is important to be part of a busy team who gives a warm welcome, likes new ideas and offers support when one reaches out, and this is the team which you can be part of”.

Kristine, Contract Monitoring Officer

“I like the diversity of tasks when working across various contracts. Also looking at ways we can improve things and having the freedom to put them in place. There are always opportunities to learn new things, including the use of technology and understanding more about the vast number of services in Dorset for children. The best thing is working within a supportive team, all dedicated to improving outcomes for children”.

Work base

Depending on business needs, Hybrid working is an option; which means you can work from County Hall in Dorchester and from home.

Our mission and values

We want Dorset to be the best place to be a child. A place where communities thrive and families are supported to be the best they can be. [Read our Children's Plan](#) for more information.

Travel requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the county council) to be available on most working days to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Other Information

The post holder will be:

- required to undertake a DBS check
- required to manage multiple and often competing deadlines and to work within frequently changing circumstances and conflicting priorities
- proactive, able to problem solve and be outcomes focused
- flexible, have a high degree of emotional intelligence and have excellent face to face communication skills
- confident in using the telephone as well as electronic communication methods.

Context statement prepared by: Tina Ironside

Designation: Strategic Commissioner

Date: March 2023