

Job description

Job title: Contracts Officer
Grade: Level 1 – Dorset Council Grade 9
 Level 2 – Dorset Council Grade 10
Job evaluation reference: BA4008a,b
Job family: Business, Policy and Administration

Purpose and impact

1. To undertake the development and management of all contractual arrangements under the direction of the appropriate manager.
2. To take a proactive strategic and management role in relation to the development of the regulated and unregulated market for services for children, young people and families, working in liaison with appropriate senior staff.
3. To act as the recognised expert in contractual activity in relation to national good practice and relevant statutory guidance and to have and maintain detailed knowledge in relation to all contract activities managed under the service group.

Key responsibilities

4. To draft contracts and specifications in liaison with the appropriate manager. These must be in line with commissioning requirements and relevant service procedures, to include joint commissioning arrangements.
5. To ensure that all relevant expenditure is always underpinned by an appropriate contract and to manage the review and renewal of contracts.
6. To lead negotiation processes in relation to individual contractual agreements for a whole service area or individual service user arrangements, including representing the service in contract negotiations with prospective providers as required. Also assisting in the preparation of costings and budget estimates in the negotiation and preparation of contracts.
7. To keep up to date with good practice in contract developments, including initiatives undertaken nationally and regionally.
8. To carry out specific monitoring activity for all relevant contracted services and ensure that the outcomes from such activity are effectively recorded and used to contribute to commissioning and decommissioning decisions.
9. To ensure that all relevant contracted services are subject to regular reviews, including as a minimum one annual review meeting which shall be chaired by the Contracts Officer and attended by the provider and link operational staff.
10. To ensure that the annual review effectively identifies key information to evidence that the commissioned service is meeting objectives both in relation to corporate (i.e. diversity monitoring) and directorate (i.e. commissioning strategy) objectives.
11. To work with colleagues within the relevant service to ensure that the full Commissioning Cycle project plan is implemented in relation to new commissioning objectives or revision of existing projects.
12. To contribute to strategic development and in particular commissioning and decommissioning decisions based on detailed market knowledge, whilst working with appropriate managers.



13. To work with appropriate senior managers to ensure that market expectations in relation to council funding levels are managed and services are secured at best value rates within the designated service area.
14. To work with the independent and third sector market to support the development and implementation of the commissioning strategies.
15. To ensure that collaborative procurement opportunities in relation to the service area are maximised and adopted wherever possible.
16. To ensure that the voluntary, non-profit organisations and small to medium sized enterprises (SMEs) are supported in relation to commissioning opportunities, as appropriate.
17. To advise local staff of matters relating to contract procedures in line with Dorset Council's Constitution and ensuring that operational teams are aware of and comply with contract procedure regulations.
18. To attend meetings as required with operational teams to develop a detailed understanding of respective roles and service objectives and ensure that these are taken into account in contract developments.
19. To attend corporate, regional, sub-regional, specialist and other representative working groups and committees, and acting on behalf of the council as required.
20. To establish and maintain records of contractual arrangements including their form of tendering or purchasing arrangements, including compiling relevant directorate statistics and assisting in the analysis and interpretation of such data.
21. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
22. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Strategic Commissioner - The post holder will be required to work with minimal supervision from the line manager

Responsibility for:

At Level 1: the postholder will not be required to manage staff.

At Level 2: the post holder will be required to manage up to 5 staff; the Contracts Monitoring Officers and administrative support to the contracts team, including appraisals and the identification of training and development needs.

Other factors

23. Resources; workstation and related IT equipment.
24. The role is mainly office and home based with occasional travel within the county.
25. To develop and maintain contacts with a range of appropriate internal and external staff in partner organisations.



26. The postholder will be expected to respond on issues where the content and outcome may be contentious and complex, and the outcome will have a material effect on the provision of the service required.
27. The postholder may expect an ongoing level of disruption but not significant change.
28. Basic DBS check is required.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Evidence of ability to study at 'A' level (level 3) standard or a relevant administrative or contractual qualification at 'A' level or above	Application form
Experience	
2. Experience of contract management or transferable experience in related work within the public sector	Application form Interview Assessment
3. Experience of working within a pressured environment with changing priorities and tight deadlines	Application form Interview Assessment
4. Experience of leading negotiations	Application form Interview Assessment
Knowledge	
5. Finance skills and knowledge	Application form Interview Assessment
Skills and abilities	
6. Negotiation skills	Interview Assessment References
7. Interpersonal skills	Interview Assessment References
8. Exceptional organisational skills	Interview Assessment References
9. Excellent verbal and written communication skills	Interview Assessment References
10. ICT skills	Interview Assessment References
11. Presentation skills	Interview Assessment References
12. Time management skills	Interview Assessment References
13. Analytical skills	Interview



	Assessment References
Our values	
14. Respect	Interview Assessment
15. Together	Interview Assessment
16. Accountability	Interview Assessment
17. Openness	Interview Assessment
18. Curiosity	Interview Assessment
Other	
19. Ability to fulfil the travel requirements of the post	
20. Basic DBS check is required	

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
21. Staff management qualification (level 2 and 3)	Application form
22. Receipt of CIPS award or a relevant Commissioning and Contracting certificate or ability and willingness to study to obtain such	Application form
23. Financial management qualification	Application form
24. Children and young people related qualification	Application form
Experience	
25. Previous relevant experience of working within a public sector commissioning / contracting environment	Application form Interview Assessment
26. Previous experience of staff supervision/management (level 2)	Application form Interview Assessment
27. Experience of tendering and procurement	Application form Interview Assessment
28. Experience of working within services for children and families	Application form Interview Assessment
29. Experience of working with the NHS in relation to joint commissioning activity	Application form Interview Assessment
30. Experience at chairing meetings	Application form Interview Assessment
Knowledge	



31. Knowledge of the principles underpinning local government constitutions, financial regulations and contract procedure regulations	Application form Interview Assessment
32. Detailed knowledge of relevant children and young people legislation and how this relates to commissioning activities	Interview Assessment References
33. Knowledge of the role of government departments and agencies e.g Department for Education, Department for Health and Social care, Ofsted and The Care Quality Commission	Interview Assessment References
34. Knowledge in relation to e-procurement technology	Interview Assessment References
35. Knowledge of service requirements and developments regarding children and young people	Interview Assessment References
36. Knowledge of the principles of contract law including EU legislation in relation to public procurement	Interview Assessment References
Skills and abilities	
37. Financial analysis skills	Interview Assessment References

Approval

Manager's job title: Strategic Commissioner

Date: March 2022

