

## Role Profile

<b>Job Title</b>	<b>Procurement and Contracts Lead – Assurance and Public Protection</b>
<b>Location:</b>	<b>2 Bristol Avenue, Colindale, NW9 4EW</b>
<b>Directorate:</b>	<b>Assurance and Public Protection</b>
<b>Service:</b>	<b>Assurance and Business Development</b>
<b>Grade:</b>	<b>Grade I</b>
<b>Salary Range:</b>	<b>£42,771 - £46,968</b>
<b>Reports to:</b>	<b>Improvement Lead - Assurance and Public Protection</b>

### 1. Job Purpose:

The Contracts Officer plays a key role in managing the relationship between the Council and a number of its partners to ensure that the Council maximises the economic and non-financial benefits of these relationships.

The post holder will support the Senior Management Team by maintaining clear oversight of all contracts and by leading and coordinating contract management and off-boarding activities.

Working in collaboration with the central Procurement Team, the post holder will coordinate procurement and onboarding of new and existing contracts.

Working closely with the contract leads and subject matter experts, the post holder will provide contract management support for key contracts as agreed by Senior Management. This will include undertaking day to day performance and development activities, and instigating the provisions of the performance standards and the associated provisions of the payment mechanism when required.

The post holder will ensure that benefit realisation, management of contract change, performance monitoring and reporting is undertaken effectively. They will work with contract leads and service providers to identify innovation and improvement opportunities to enhance service delivery, and to explore efficiency gains, cost savings, and income-generation opportunities.

## 2. Key accountabilities:

### **Contract Procurement**

- Actively contribute to annual finance and business planning cycles relating to key contracts.
- Maintain the central contracts register and procurement forward plan, and lead contract procurement activities across the directorate.
- Support Contract Leads with the timely and efficient procurement and onboarding of contracts within the Assurance and Public Protection Directorate, ensuring legislative and procedural compliance.
- Redact all agreed contracts and submit them to the Information Management Team for publication.

### **Contract Management**

- Be responsible for undertaking day to day performance and development activities ensuring that benefit realisation, performance monitoring and reporting is undertaken effectively for the contracts within their remit.
- Identify any non-compliance and initiate remedial/improvement activity, setting clearly defined improvement plans and ensuring associated timescales are achieved.
- Supporting contract leads to consistently implement the council's contract management methodology, including robust performance, risk and issue management, to ensure compliance, and optimum service quality and performance.
- Lead, coordinate and support day-to-day management of key contracts, as agreed by Senior Management, including servicing contract monitoring meetings
- Utilise appropriate commercial tools to monitor benefits realisation and of Social Value outcomes
- Initiate initial remedial/improvement activity, and advise the appropriate Senior Manager on contractor's performance against deliverables.
- Produce business cases, and contract performance and evaluation reports as required.
- Lead on managing necessary amendments to the various contracts, thereby ensuring that where operational changes/innovations are implemented these are appropriately recorded and reflected in the associated redrafting of the contract, whilst utilising relevant contract provisions such as the Contract Change Procedures.

### **Improvement and innovation**

- Work closely with Senior Managers to ensure that new and revised policies and strategies are appropriately reflected in contracts, using relevant change-control mechanisms.
- Promote continuous improvement and best value through effective procurement and contract management.
- Identify trends and problems early and intervene appropriately to understand causes and collaboratively develop solutions, initiating remedial/improvement activity and monitoring outcomes as required
- Lead and contribute to the development of practical and innovative solutions to a range of financial, legislative, logistical, and operational problems concerning new and existing contracts.

### **Communications, Engagement and Influence**

- Develop effective relationships with partners to understand their business, and develop shared objectives and principles for joint working
- Through the development and communication of clear, accurate, timely and accessible advice and guidance, ensure compliance with processes and procedures by all stakeholders including colleagues, partner agencies, and service providers.
- Ensure that the needs of customers and outcomes for service users drive contract management activity, and that customer feedback is sought and used as part of the contract management and service improvement processes.
- Ensure that customer needs and outcomes drive contract management activity, and that customer feedback is actively sought and used to inform contract management and service improvement.

### **3. Financial Responsibilities:**

- The post holder is not a budget manager but will support budget managers in ensuring that contract and partnership income is optimised and expenditure managed within approved budgets.
- They will monitor value for money and report issues regarding the financial performance of contracts.

### **4. Staff Responsibilities**

- No line management responsibilities
- The post holder will request work from other officers in the course of procurement and contract management activities

### **5. Health and Safety Responsibilities**

- As an employee of the London Borough of Barnet, you are required to:
  - Abide by Barnet's health and safety policy and associated arrangements
  - Complete mandatory health and safety training
  - Follow safe systems of work and use devices/guards provided for safety.
  - Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
  - Report any Accident/Incidents/Hazards.
  - Take care of your own and other's safety, health and wellbeing.

### **6. Promotion of Corporate Values**

- To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

## **7. Flexibility**

- In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **8. The Council's Commitment to Equality**

- To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## Person Specification

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<b>Location:</b>	<b>2 Bristol Avenue, Colindale NW9 4EW</b>
<b>Directorate:</b>	<b>Assurance</b>
<b>Service:</b>	<b>Assurance and Business Development</b>
<b>Grade:</b>	<b>Grade I</b>
<b>Salary Range:</b>	<b>£42,771 - £46,968</b>
<b>Reports to:</b>	<b>Improvement Lead - Assurance and Public Protection</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Educated to degree level or equivalent experience	Essential	Application
Public sector procurement qualification	Desirable	Application
Contract Management qualification or equivalent experience	Essential	Application
Evidence of continued professional development	Essential	Application
<b>Experience &amp; Knowledge</b>		
Extensive knowledge and experience of procurement within public services or similar organisations	Essential	Application/Interview
Experience of negotiating and managing contracts within public services or similar complex environments	Essential	Application/Interview
Knowledge and experience of operating in a local authority or other similarly complex environments	Essential	Application/Interview
Knowledge, training or experience of Project Management, commissioning, performance and risk management	Desirable	Application/Interview
Knowledge of the commercial sector including relevant legislation and statutory frameworks.	Desirable	Application/Interview

Project and programme management qualification or experience.	Desirable	Application/Interview
Knowledge and experience in financial management	Essential	Application/Interview
Experience of successful change management	Desirable	Application/Interview
Knowledge and experience in managing commercial relationships and working effectively with partners in a political environment	Desirable	Application/Interview
Advanced knowledge and experience of using the Microsoft Office Suite, in particular Outlook, Word, Excel, Teams.	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Ability to manage a complex workload and deliver high-quality, accurate, and timely work with minimal supervision.	Essential	Application/Interview
Highly developed problem solving and analytical skills	Essential	Application/Interview
Ability to establish a robust regime for performance monitoring of contractors	Essential	Application/Interview
Ability to plan, mobilise and monitor contracts of varying complexity	Essential	Application/Interview
Ability to analyse and interpret complex information quickly and produce clear findings and recommendations.	Essential	Application/Interview
Excellent communication, stakeholder engagement, and relationship-management skills.	Essential	Application/Interview
Ability to work effectively in a political environment and build positive relationships with councillors, senior managers, staff, and external partners.	Essential	Application/Interview
Ability to work effectively as part of a virtual team across sectors and organisational boundaries.	Essential	Application/Interview
Commitment to promoting workforce diversity and contributing to the equality and diversity agenda.	Essential	Application/Interview

Demonstrates a high level of personal drive and energy.	Essential	Application/ Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents,	Essential	Application/Interview

and take an active role to ensure they are implemented and integrated in everything I do.		
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview