

JOB DESCRIPTION

Job Title	Contract Management and Business Officer - Manydown		
Job Number			
Grade (if known)	7		
Directorate	Corporate Services and Assets		
Business Unit /Section	Manydown		
Preparation Date	October 2022		
Responsible to (job title)	Senior Lead – Business, Programme & MGC LLP		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
To manage the business delivery of a high quality and cost-effective contract management and procurement service to the Manydown Programme, and other projects, and provide expert procurement advice and support to maximise on-going efficiencies and savings through robust commissioning and procurement practices which comply to internal Contract Standing Orders, Financial Regulations, the Procurement Strategy and all other appropriate policies including relevant EU and UK legislation.			
Main responsibilities			
<ol style="list-style-type: none"> 1. To provide expert contract management and procurement advice to the Manydown Programme, Manydown Garden Communities LLP (MGC LLP) and where required other projects on all areas of contract management and procurement. 2. To promote the principles of good procurement and contract management practice to ensure procurement is carried out in compliance with approved policies and procedures, including Financial Regulations, Contract Standing Orders and Contract Procedure Notes, the Procurement Strategy, Health and Safety, Sustainability policy and any other relevant legislation, regulations and codes of practice. Including relevant EU and UK legislation. 3. To work closely with the wider Commissioning teams (Basingstoke and Deane Borough Council and Hampshire County Council) to explore and give guidance on alternative delivery models under the commissioning agenda, ensuring outcomes are met and continuously improved upon. 4. To review and develop the Manydown Contract Management and Procurement Plan and ensure the successful execution of the plan. 5. To ensure that outcomes are clearly defined, and appropriate performance measures put in place as part of the procurement and contract management process. 6. To provide and/or assist with the management of contracts, MGC LLP Service Level Agreement and addressing any poor performance. 7. To ensure effective contract management including the processing and management of orders and invoices and monitoring spend against budget. 8. To develop and generate procurement information to reflect procurement performance 			

at programme and corporate level.

Key tasks

1. Support and lead the project and contract management of high value, complex procurements.
2. The management of all designated contracts to include:
 - Acting as the key point of contact with suppliers
 - Develop specifications with stakeholders, ensuring compliance with legislation, European Directives and in accordance with best practice
 - Act as “gate-keeper” for all contract specification changes and managing the contract change process
 - Responsibility for the speedy rectification of any issues arising and working with stakeholders as required
 - Ensure any relevant policies and certificates held by the council relating to the contractor, are up-to-date i.e. Health and Safety, Business Continuity, Insurance
 - Work with suppliers to optimise performance
 - Ensure contracts comply with legislation both current and subsequently enacted
 - Establishing, agreeing and maintaining performance metrics
 - Monitoring overall contract performance and reporting internally as required
 - Bench marking of supplier performance and price based on value for money
 - Supporting dispute resolution and handling any remedial actions required, and negotiating remedies with suppliers
 - Certifying when works are satisfactorily completed and the certification of payment of contractors/suppliers
 - Processing of orders and invoices
 - Identifying and monitoring key contract risks and escalating when necessary
3. Consulting as required with stakeholders and colleagues, to establish appropriate KPI's and Service Level Agreements as part of the procurement process advising on the most appropriate options, ensuring that they are outcome focused and measurable.
4. To periodically review the Manydown Procurement Plan and MGC LLP Procurement Plan and develop an action plan to deliver efficiencies and savings.
5. To maintain a central register of main contracts for the Manydown Programme.
6. To undertake an annual spend analysis and provide a report to the Project Director Manydown.
7. Support the management and annual review of the MGC LLP Service Level Agreement.
8. Supporting and/or managing the tender process or providing appropriate support to ensure compliance, improve efficiencies and achieve best value whilst ensuring that the required outcomes are met.
9. Consult as required with stakeholders and colleagues, to produce specifications and tender documentation advising on the most appropriate options under the commissioning framework. Translating customer needs into specifications and

ensuring customers understand the implications.

10. Undertake qualitative and quantitative research to support procurement projects and explore collaborative contract opportunities that are available for the Manydown Project to use.
11. Liaise with suppliers and businesses as appropriate and promote 'how to do business with the council'. Attend supplier networking events and promote the council's contract opportunities to encourage a mixed economy of suppliers.
12. Ensure relevant colleagues are kept up-to-date with best practice advice.
13. Undertake such work as the Project Director / Project Head may determine which is compatible with the responsibility levels of the post.
14. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

Essential User	No
Special features and/or equipment (anything 'out of the norm')	Occasional attendance at off-site meetings.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.