

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: Place	SERVICE GROUP: Economy & Development / Economic Development
POST TITLE: Contract Manager	REPORTS TO: Programme Manager
GRADE: PO3	SAP POSITION NUMBER : 50224489

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
<p>Working Autonomously;</p> <ol style="list-style-type: none"> 1. Manage internally and externally funded, multi-million pound Programmes, ensuring all contractual performance and financial targets are met and Funders' requirements are complied with. 2. Set up and manage contract agreements leading on full appraisal and monitoring of sub-contracted delivery ensuring audit responsibilities are compliant with internal and external systems and Management reports are provided as required. 3. Lead partnership delivery of a programme internally and externally liaising with

partners including those in senior positions e.g., business CEOs, senior members in the VCS sector and Council members.

Main Responsibilities of Post:

1. Lead on the negotiation of funding contracts with senior and middle leaders in external delivery organisations; and in consultation with colleagues in legal and procurement teams, draft and agree concise contracts for all sub-contracted and grant funded programmes.
2. Liaise with nominated contract/grant managers on a monthly/quarterly basis to ensure beneficiaries of funding fully understand the terms of the contract, their responsibilities for delivery, audit requirements and the consequences of non-compliance/underperformance.
3. Working autonomously, manage a portfolio of fixed term contracts, ensuring financial and reputational risks are managed and risk to the Council is minimised all times.
4. Review sub-contractor performance at monthly/quarterly meetings and appraise against financial, milestones and audit performance in line with the contractual delivery plan. Challenge underperformance to achieve contract targets. Support sub-contractors to achieve maximum results providing coaching and setting clear key performance indicators to aide improvement.
5. Where underperformance occurs lead on re-profiling of the funding contract.

This includes

- liaising and negotiation with Managing Authorities I.e. Central government departments; BEIS, DWP, DLUHC, & Regional funders such as WYCA.
 - Lead conversations and challenge sub-contract partners to ensure they maximise contract performance yet submit a realistic re-profile of financial and performance outputs/outcomes.
 - Undertake financial and data analysis to understand the impact on contractual expectations and budgets. Take the lead on making recommendation where a redistribution of key deliverables, finances, outputs and outcomes is required or to re-negotiate a reduction in contract values.
6. Liaise with Managing Authority (MA) to renegotiate contracts leading on the submission of reports and necessary paperwork in line with MA guidelines e.g., compilation and submission of a Project Change Requests.
 7. Responsible for managing complex, high values financial profiles including multi million pound contracts, often across multiple delivery partners, analysing and compiling data to prepare performance reports and make recommendations to line manager.
 8. Responsible for the claims process, ensuring the quality and accuracy of sub-contractor claims meet often complex funding guidelines e.g., European Funding

Requirements – ESF, ERDF before issuing subsequent payments and progress on the achievement of outputs. Where evidence provided does not meet funding requirements feedback and provide relevant training to Sub-Contract managers (e.g., VCS CEO's and senior Managers). Adjust claim payments accordingly until satisfactory claims evidence is provided.

9. Responsible for the direct line management of Performance Monitoring Officers to ensure duties are carried out as per their responsibilities and that effective systems and processes are in place and adhered to.
10. Undertake frequent performance reviews and annual appraisals to support and manage the development of Performance Monitoring Officers
11. Where underspend or underperformance occurs manage clawback procedures to retrieve ineligible or unspent funding and return to Managing Authority.
12. Write management and committee reports on individual project and funds to report on performance and co-ordination of programmes to Managing Authorities e.g., central government, WYCA
13. Lead partnership meetings and events; such as Steering Group Meetings, with senior sub-contract and grant partners (usually VCS CEOs and Business Leaders or senior managers) to ensure comprehension of funding requirements and delivery is in line with contractual requirements
14. To work collaboratively and liaise closely with other Project/Programme Teams to ensure that the Programme continues to deliver strategic council and district priorities and that internal delivery is appropriately managed and monitored.
15. To deputise for the Strategic Programmes Manager from time to time.

Structure:



Special Knowledge Requirement: Essential for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is	X

required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	
Carries out the working practices, procedures and basic operations across a number of strategic programmes or a number of specialist external funding streams.	X
Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and/or other areas of work (inc legislation).	
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Oversees or contributes to the management of a budget , keeping costs within agreed levels for own Service and contributes to Corporate savings.	x
Uses, interprets, analyses, communicates complex numerical information.	X
Applies a working knowledge of relevant policies and procedures, including professional and/or contract guidance documents.	X
Effectively communicates and engages with individuals and groups.	x
Writes complex and nonstandard letters on a variety of topics which are understandable and clearly expressed.	x
Identifies and accurately interprets legislation which is relevant to the issue.	
Able to resolve operational problems using a standard process/approach or exercise personal judgement in situations where there are no precedents to draw upon.	
Relevant experience requirement: Essential for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.	
Comprehensive experience in a financial and administrative capacity in the public, private, community or voluntary sector.	
Relevant experience managing externally funded projects or programmes.	
Experience of contract/tendering negotiation from outline discussions to signed agreements.	
Experience of working with a range of delivery organisations, community organisations and statutory bodies.	
Relevant professional qualifications requirement: Essential for shortlisting	
Educated to degree level or equivalent	

Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees’ capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.		
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.		
Applying Project and Programme Management Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals.		
Working Conditions:		
You will outline here if the post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
You will outline here if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by: Jo Hainsworth	Grade Assessment Date:	Post Grade: PO3

Date:10/11/2022	21.02.21	
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