**Job Description: Contracts & Quality Officer (Fixed-Term)**

**Fixed Term Contract - 2 Years**

Thank you for your interest in working with us at Bradford Council.  As UK City of Culture for 2025 Bradford is a big, young and diverse city which is home to more than half a million people, vibrant communities and innovative businesses in the heart of The North. As the leading employer in the district, Bradford Council cares about being a great place to work.

**Overview:**  
We are seeking an experienced Contracts & Quality Officer who is passionate about improving outcomes for children, young people, and families to join our Children’s Commissioning and Contract Management team. This role is integral to supporting Children Looked After & Care Leavers, Early Help and Prevention, SEND, and ensuring all contracts represent value for money.

**Key Responsibilities:**

* **Contract Management:** Develop and implement contract management processes and practices, ensuring close collaboration with partners across the health and social care system, stakeholders, and those with lived experience.
* **Quality Improvement:** Drive quality improvement initiatives across children’s services and public health, ensuring high standards of service delivery.
* **Performance Monitoring:** Monitor and evaluate performance, providing effective support and challenge to service providers to ensure continuous improvement.
* **Financial Efficiency:** Ensure services deliver in line with budgetary expectations and to monitor and implement effective practices to ensure delivery within budget.
* **Partnership Working:** Work collaboratively with corporate and key stakeholders to develop and implement relevant contract management approaches.
* **Service Development:** Assist in the development of services for public health and children within the wider health and care partnership.

**Core Requirements:**

* **Experience:** Proven experience in contract management, quality improvement, and delivering value for money across children’s services and/or public health.
* **Skills:** Comprehensive understanding of performance monitoring, problem-solving, and partnership working.
* **Attributes:** Proactive, motivated, and able to work collaboratively and independently to solve problems and find solutions.

**Impact:**  
The Contract & Quality function is essential to the successful delivery of the aims of the Council, the Trust (Bradford Children & Families Trust), and partners in ensuring that children and families receive the support they need to live happy and healthy lives and have bright futures. Your role will be pivotal in supporting the continued progress and positive impact of the Bradford Children & Families Trust, as noted by Ofsted in May 2024.

**Team Environment:**  
You will be joining a supportive and highly skilled team that champions Bradford’s commissioning and contract management practice. This team is a key driver for developing services for both public health and children within the wider health and care partnership.

**Opportunity:**  
This is an exciting time to join the Contracts & Quality Team as we look to further build the capacity of the service. We offer a supportive environment, opportunities to develop your skills and experience, and the chance to make a real difference to people’s lives in Bradford.

**Secondment Opportunity:**  
This post is suitable as a secondment opportunity and is open to internal candidates who have obtained approval from their current line manager and employer. The successful candidate will retain their substantive employment status with their current employer during the secondment period, while working full-time in the seconded role.

**How to Apply**  
For further information regarding this post please contact Ellie McCandless, Service Manager Contract ＆ Quality, [eleanor.mccandless@bradford.gov.uk](mailto:eleanor.mccandless@bradford.gov.uk) or Richard Smith, Contracts & Quality Manager, [Richard.smith@bradford.gov.uk](mailto:Richard.smith@bradford.gov.uk)

Applications that utilise AI-generated content will not be considered. We value authentic and original submissions that reflect the applicant's true skills and experiences.

**Employee Offer**

Why work for Bradford Council? Find out why by taking a look at [Our Employee Offer.pdf](https://bradfordmbc-uploads-eu-west-2.s3.eu-west-2.amazonaws.com/rte/file/uAQOh7oAxyqvCsB7M03w7ztEugLtnIdCCfeFrHbH.pdf) .

**Equal Opportunities**

We do not discriminate against any applicant or employee directly or indirectly on the grounds of gender, marital status, gender re-assignment, pregnancy, sexual orientation, disability, race, colour, ethnic background, religion or belief nationality or age. And, as an equal opportunities employer, the Council strives to employ the best qualified people from a diverse range of applicants.

The RESPECT Allyship Programme is available to all staff, which offers the opportunity to learn more about the diverse communities & groups and provides added benefits and resources to its members.