**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**JOB PROFILE**

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| **DEPARTMENT: Corporate Resources**  | **SERVICE GROUP: Finance, IT and Procurement**   |
| **POST TITLE: Assistant Contracts Officer**  | **REPORTS TO: Strategic Contracts Manager**  |
| **GRADE:**  | **SAP POSITION NUMBER :**   |

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.

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| **Key Purpose of Post:**  |
| 1. To support all areas of work within the remit of the Strategic Contract Manager by providing support to the delivery of all the strategic contract management services provided across the Council which will include, but is not limited to, the preparation of data, information and reports.
2. Acting as a point of contact for communications across the wider Procurement Service and Council
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| **Main Responsibilities of Post:**  |
|  1. Effective and efficient administration of contract management activities. Liaising with all stakeholders to ensure communication and governance processes, payment, performance and benefit realisation monitoring, and the initiation of remedial/improvement activity are executed properly, enabling reporting that the corporate contracts are on track to deliver the commissioned/procured goods andservices. 1. To add value through procurement and deliver contract compliance in all contracting activity. The purpose is to improve cost effective supply arrangements, whilst maintaining customer service levels and compliance to Public Contracts

Regulations and the Council’s Financial and Contract Standing Orders and Procurement Strategy. 1. To support the provision, and grow the current use of fit for purpose electronic tendering systems including e-catalogues and e-auctions, and information to support high quality procurement, supplier management and category management.
2. To participate in ‘future thinking’ and the development of e-systems and eprocesses that will drive forward increased efficiency and greater value for money from the Council’s procurement activities.
3. Support contract managers across the Council in all aspects of day to day contract management ensuring the set up and maintenance of the administrative arrangements for effective and efficient contract management are complied with, including stakeholder communication, governance, performance monitoring arrangements, payments and file/records management
4. Conduct contractual monitoring, identifying and initiating remedies for data quality issues to support the provision of assurance of service delivery in line with strategy and contract and report on compliance and delivery performance
5. Ensure all council policies and procedures and contract mechanisms are properly applied by the Strategic Contract Management Team, delivery units and delivery partnersDevelop effective relationships with the delivery units and delivery partners.
6. Maintain accurate and up to date logs of issues, risks, change controls, actions and meeting minutes, ensure that actions are followed up in a timely fashion
7. To contribute to the development of contract management manuals where appropriate.
8. Ensure payments are accurate and reflect agreed performance/payment mechanisms
9. Work collaboratively with colleagues across the Procurement Service to ensure a consistent commercial approach is taken, interdependencies are managed effectively, and a rich understanding of performance is developed.
10. Undertake research into best practice contract management and the outcomes achieved by others to support benchmarking and apply lessons learned to improve the Council’s contracting arrangements
11. 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 processes.
12. Assist contract managers to intervene, analyse, manage and resolve business conflicts with delivery units and partners.
13. Assist procurement professionals, where appropriate, with procurement projects supporting the development tender of documentation and evaluation procedures and other associated processes.

To ensure compliance with all relevant standards including all financial regulations, Contracts Standing Orders, as well as European and UK procurement and other relevant legislation pertinent to contracts in the public sector, e.g.,IR35 legislation  |

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| **Relevant experience requirement: Will be used for shortlisting**   |
| Relevant experience delivering contract management and procurement advice to internal stakeholders.  |

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| Knowledge of professional purchasing principles, best practice approach to procurement and experience of working in multi-functional business environment. Proven ability to plan and prioritise workload, prioritise, effectively communicate and manage expectations of the team you are supporting. Standard keyboard skills coupled with the knowledge of Microsoft Office products applications including MS Word, MS Excel, MS Outlook and MS PowerPoint.  |
| **Relevant professional qualifications requirement: Will be used for shortlisting**   |
| CIPS Level 4 Diploma  |
| **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 and at 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.  |

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| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness** Our managerswork 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.  |
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| **Working Conditions:**   |
| 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:**   |
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| **Compiled by:** **Date:**  | **Grade Assessment Date:**  | **Post Grade:**  |