

Hastings Borough Council

Job Description

Job Title: Contract and Compliance Manager

Grade: 3 (point 31 – 37)

Reports to: Chief Finance Officer

Job Purpose:

To lead all aspects of procurement and contract management across the local authority, ensuring compliance with relevant legislation and best practices.

Key Responsibilities:

Contract Management:

- Shape and embed the Council's contract management strategy, framework, and guidelines.
- Collaborate with the shared procurement service for seamless process.
- Classify contracts based on strategic significance and manage commercial aspects.
- Monitor Key Performance Indicators (KPIs) and report on contract compliance.
- Address non-compliance or poor performance, applying relevant sanctions or remedies.
- Support supplier relationship management activities.

Compliance:

- Ensure execution and management of contracts, including modifications and storage.
- Collate periodic contract performance data and quarterly governance reports.
- Maintain and update relevant templates for contract management activities.
- Monitor and report on procurement activity in accordance with legislation and best practices.
- Manage the contract register and grants register, ensuring all pertinent information is up-to-date and consistent with procurement register.

Stakeholder Engagement:

- Work closely with shared procurement service, programme managers, policy and commissioning colleagues, and key stakeholders.
- Provide support during moderation meetings and supplier feedback sessions.
- Deputise for the Procurement and Contracting Manager when required.

Performance Indicators:

- Proven experience in contract management, preferably within a local government setting.
- Track record in setting and monitoring KPI performance.
- Ability to build relationships and influence at senior levels.
- Excellent understanding of current developments in related service areas.

Other Responsibilities:

- Ensure fair and favourable terms in contract negotiations.
- Engage stakeholders to resolve contract-related issues collaboratively.
- Proactively identify changing needs and adapt contract management strategies accordingly.

This role is crucial for ensuring that local government contracts are managed effectively, delivering value for money and maintaining high standards of compliance.

General Responsibilities:

- Participate in an annual performance check-in based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Council's Child and Vulnerable Adult Protection policies and procedures.
- All employees may be called upon to assist with a range of elections duties for the Council on an occasional basis when elections are called. Participation in elections duties is subject to the terms and conditions as determined from time to time by the Returning Officer or Central Government.
- All employees will ensure that duties and services provided are in accordance with the Council's climate change strategy and action plan.

The Council may, at any time and if relevant to the post, require an Enhanced DBS (Disclosure and Barring Service) Check to be carried out. An enhanced check details Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition, it includes a check of the new barred lists and any locally held police force non conviction information considered relevant to the job role, by the relevant Chief Police Officer(s).

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Contract and Compliance Manger

Person Specification

ESSENTIAL REQUIREMENTS:

Qualifications:

1. Bachelor's degree in Business Administration, Law, Public Administration, or a related field.
2. Professional qualification in procurement or contract management (e.g., CIPS, IACCM).

Experience:

3. Significant experience in contract management, preferably within a local government or public sector environment.
4. Proven track record of managing complex contracts and ensuring compliance with legal and regulatory requirements.
5. Experience in developing and implementing contract management strategies and frameworks.

Knowledge:

6. In-depth knowledge of contract law and procurement regulations.
7. Understanding of public sector procurement processes and best practices.

Skills and Abilities:

8. Strong analytical and problem-solving skills.
9. Excellent communication and interpersonal skills, with the ability to influence and negotiate at senior levels.
10. Ability to manage multiple priorities and work under pressure.
11. Proficiency in using contract management software and other relevant IT systems.

Behavioural Approach:

12. High level of integrity and professionalism.
13. Strong commitment to delivering high-quality services.
14. Ability to work collaboratively with a wide range of stakeholders.

This person specification outlines the qualifications, experience, skills, knowledge, and personal attributes required for the role. It ensures that the candidate is well-equipped to handle the responsibilities and challenges of the position.

Further behavioural information can be found in our Staff Competency Framework which is included in this pack. Interviews will include competence-based questions,

and our managers are appraised against the framework as part of our performance management process.

The above qualities will be assessed in the first instance on the application form and again at the interview stage if selected.

DESIRABLE REQUIREMENTS:

Qualifications

- 15. Master's degree in a relevant field.
- 16. Additional certifications in compliance or risk management.

Experience:

- 17. Experience in supplier relationship management.
- 18. Experience in leading and managing a team.

Knowledge:

- 19. Awareness of local government policies and procedures.
- 20. Knowledge of risk management principles.

Skills and Abilities:

- 21. Knowledge of current developments in procurement and contract management.
- 22. Ability to adapt to changing circumstances and proactively identify solutions.

Behavioural Approach:

- 23. Proactive and innovative approach to work.
- 24. Commitment to continuous professional development.