



Job Description

Post Title:	Contracts Officer
Service:	Finance, Procurement & Parking
Location:	Hybrid, minimum 1 day per week in the office
Grade:	Career Graded Role (D rising to F with qualifications and experience); Full Time 37 hours per week
Responsible To:	Procurement & Contracts Manager

Job Summary: To provide contract monitoring support and guidance to TMT Procurement Partnership (a partnership between Tunbridge Wells, Maidstone, and Tonbridge & Malling Borough Councils), ensuring that all relevant processes and procedures are followed.

Main Activities:

1. Working closely with the Procurement & Contracts Manager, develop a system to ensure oversight over all key contracts in the partnership, and promote corporate guidance on how to manage contracts.
2. Implement a contract compliance register, ensuring that all annual due diligence checks are undertaken and any compliance issues are reported upon promptly. This should include a provision for a 'Lessons Learnt' register, whereby we can take note of contract management issues and use these for continuous improvement of our processes.
3. Assist in the development of a suite of training modules to be delivered to contract managers across the partnership. This will include the delivery of training alongside the Procurement & Contracts Manager, or in place of the Procurement & Contracts Manager during periods of absence.
4. Obtain and analyse Contract Management review data from contract managers, highlighting any areas for concern or discussion, and where appropriate escalate urgent matters to the Procurement & Contracts Manager.
5. Produce reports on contract performance and risk to senior managers and member committees.
6. Contribute to requests for quotes and tenders by providing advice on potential performance measures and management of the contract being procured.
7. Ensure that high quality documents are in place before the commencement of contracts, and to create and maintain records of contract details, including PDF copies of signed contract documentation, for the Procurement team.
8. Undertake appropriate Contract Management and Project Management training and qualifications in order to provide additional support to the Procurement team on projects across the partnership.
9. Ensure that you keep up to date with your knowledge of innovation and best practice in contract management, and use this to update corporate guidance and training for Contract Managers across the partnership.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.