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| **Job Title** | Contracts and Performance Officer | **Job Ref** | MCA0103 |
| **Team** | Education, Skills and Employability Team – Growth, Business and Skills Directorate | **Grade** | 7 |
| **Reporting to** | Senior Contracts and Performance Officer | **Date last revised:** | August 2024 |
| **Role Purpose** | | | |
| You will have responsibility for managing a portfolio of contracts to ensure that programmes demonstrate impact, meet the desired outcomes and are delivered in the most efficient manner. Core activities will include negotiating and drafting of contract templates, contract monitoring, and reporting on performance. | | | |
| **Principal Accountabilities** | | | |
| * Supporting the delivery of our organisational objectives through effective contract and performance management | | | |
| * Assist in delivering the Growth Business and Skills contract management strategy through relationships with external providers, ensuring it is understood and implemented across the Directorate | | | |
| * Day to day responsibility for the management of a portfolio of contracts and/or small programmes of contracts, taking appropriate action to address identified issues and to inform relevant colleagues of any concerns, escalating where necessary. | | | |
| * Proactively support contract managers across the directorate to manage their contracts, with appropriate consistency, through guidance, training, best practice sharing to enable them to develop their contract management skills | | | |
| * Responsible for contract drafting and managing contracts in line with relevant legislation and organisational procedures and controls to ensure compliance and successful delivery. | | | |
| * Monitor contract performance using performance data, information gathered during contract monitoring and contract review meetings to inform accurate reporting. | | | |
| * Ensure systems are updated on a regular basis to ensure high quality accurate information that enables the organisation to monitor performance and plan activity. | | | |
| * Proactively develop and maintain relationships with independent contractors, vendors, and suppliers whilst monitoring contracts to improve delivery ensuring services are delivered in line with the agreed contract. | | | |
| * Work collaboratively with other departments including Development teams, Finance and Legal Services to draft contracts, contract variations, extensions and closure documents and undertake contract negotiations regarding contract terms. | | | |
| * Maintain a detailed knowledge and awareness of legislation, policy, practice and procedure in procurement and the organisations Financial Regulations. | | | |
| * Assist in liaising with internal and external stakeholders, as appropriate in the delivery of the organisations contract’s function. | | | |
| Undertake any other duties commensurate with the role as requested by management | | | |

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| **Knowledge required for this role covering qualifications, experience, and skills**  **Key**  E = Essential / D = Desirable | **E/D** |
| Educated to A Level standard or equivalent (must include English language and Maths to GCSE level) or equivalent | E |
| Principles of contract management and contract law | E |
| Working knowledge of public sector procurement and contracting processes and requirements. | D |
| Excellent knowledge of IT systems, including Microsoft Office. | E |
| Knowledge and background experience of delivering skills / employment programmes | E |
| Evidence of continuous training and personal development | D |
| Ability to establish and maintain strong relationships | E |
| Strong time management and prioritisation skills | E |
| High level of tact, diplomacy, and ability to deal with sensitive and confidential information | E |
| Ability to produce quality documentation including reports, ensuring they are suitable for audiences. | E |
| Able to work as part of a team as well as use own initiative | E |
| Strong communication skills, both written and verbal to clearly articulate messages to a variety of audiences | E |
| Ability to establish and maintain strong relationships | E |
| Strong time management and prioritisation skills | E |
| High level of tact, diplomacy, and ability to deal with sensitive and confidential information | E |
| Ability to produce quality documentation including reports, ensuring they are suitable for audiences. | E |
| Able to work as part of a team as well as use own initiative | E |

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| **About the Role – SYMCA’s Behaviours** | |
| Collaboration | | * We nurture a supportive environment where new ideas are welcomed * We are stronger when we work together as one team * We actively engage with colleagues, stakeholders, and partners * We manage expectations and communicate our intentions and needs effectively |
| Integrity | | * We are an ethical, transparent, and inclusive organisation * We endeavour to reduce inequalities in South Yorkshire * We strive to do the right thing * We have a respectful environment where unethical behaviour can be challenged |
| Ambition | | * We aim for innovation, adapting to changing circumstances * We work together towards common goals, overcoming barriers * We are passionate and strive for excellence, with a relentless focus * on delivery * We shout about our successes internally and externally |
| Accountability | | * We take pride in our role and are publicly responsible for our results * We are a community and businesses-focused organisation * We listen to feedback, working to solve problems * We offer a safe space to own our successes, mistakes, and setbacks |

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| **Approvals** | | | | | |
| **Colleague name:** |  | **Signature:** |  | **Date:** |  |
| **Line Manager name:** |  | **Signature:** |  | **Date:** |  |