

ROLE DESCRIPTION

Job Title	Contracts Manager
Salary Band	37 - 40
Reporting to	Land & Property Manager
Directorate	Place
Service Area and sub area	Facilities Management
Team	Land & Property
Political Restriction	N/A

1. Primary Purpose of the Post
<p>To lead and manage the procurement and delivery of statutory / non-statutory contracts/contractors for effective and efficient operation of the business.</p> <p>Managing the development and performance of the contractor supply chain to identify and deliver efficiencies whilst maintaining high standards of service provision. Management and timely processing of payments, and to liaise with the Land & Property Manager to provide support and input to contract issues and service development opportunities.</p> <p>To be a cohesive part of an intelligent client service and integrate contract management within the commissioning process across the authority ensuring a clarity of roles and accountabilities.</p> <p>Provide specialist commercial contract expertise, knowledge, and advice to services in order to maximise the benefits achievable from collaborative procurement processes into the daily management of contracts.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Management of the contract register and act as the lead contact for the contracted in-service provisions and supply chain to ensure standards and requirements are met and maintained. • Measuring contract performance and proactively managing, monitoring and reviewing the services provided, taking corrective action where required to address any contract performance issues through appropriate contract provisions. • Making approvals for payment of invoices for works delivered and credits where services or performance levels have not been delivered. • Regularly review and update contract documents to meet changes in legislation or authority policy. • Effective risk management. • Effective resource management. • Oversee, develop and use relevant ICT systems to facilitate effective contract management, monitoring and performance.

- Ensure effective budget controls are in place and in accordance with legislation and the authority codes of practice or policy.
- Exception reporting and taking necessary corrective action to ensure that contracts at the very least, meet the minimum standards for regulatory compliance and wherever practical are exceeded.
- Carry out regular contract performance reviews identifying areas for improvement and opportunities to deliver efficiencies through consolidation, economies of scale, efficient working practices etc. and implement into new or existing contracts as may be appropriate.
- Responsible for ensuring service delivery and value for money are embedded in the culture of the authority and throughout the supply chain, focussing on partnership working, safety consciousness, equality and a commercially robust approach to service delivery levels.
- To proactively manage the performance of the supply chain in a positive, customer focussed manner. Ensuring the appropriate corrective action is taken where performance falls below the required standards.
- Manage the Procurement process life cycle to ensure continuous service provision. Including contract renewals, new suppliers, and regular market testing to ensure standards are maintained to the highest levels and represent best value.
- Liaison with stakeholders to ensure service requirements are fully met.
- To manage the continuous review of legal requirements and obligations affecting the provision of contracted services in line with legislation changes, corporate objectives and agreed service review criteria.
- Promoting a culture of continuous improvement with staff, stakeholders, and the supply chain.
- Apply commercial awareness and embed best practice in partnership with the supply chain and stakeholders.

3. General Corporate Responsibilities

- To manage the corporate supply chain that delivers services to the authority.
- To ensure that provisions for the health and safety of both staff and members of the public are made and monitored in accordance with current legislative requirements, good practice, the Health and Safety Policy and departmental safety procedures within the contracted services.
- To promote close and effective working relationships with tenants, organisations, client departments, consultants, contractors, suppliers, and other areas of the combined authority as may be necessary.
- To prepare and present reports as required.
- To ensure working practices are in accordance with legislation, the organisations' policies and procedures, Standing Orders, Financial Regulations and Procedures.
- A commitment to the Liverpool City Region and an understanding of its stakeholders.
- An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion.
- Experience of contributing to a high-performance culture.



4. Recruitment Plan

Application Form / CV / Competency Based Interview.

PERSON SPECIFICATION

Job Title: Contracts Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A relevant degree, qualification or equivalent professional attainment/membership – to demonstrate sufficient knowledge and professionalism to run a contract procurement and management service.	E	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
Demonstrate ability to lead, manage and motivate others whilst embedding a performance-based management culture	E	A/I
Experience of contract procurement and contractor performance management.	E	A/I
Knowledge and understanding of health & safety legislation	D	A/I
Programme and project management skills	E	A/I
Knowledge of Buildings/Infrastructure and services	D	A/I
Knowledge of Building related legislation and regulatory standards	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Able to act as an “intelligent” client, ensuring that the supply chain and contracts are managed with regard to the strategic needs and desired outcomes of the organisation	E	A/I
Ability to determine and manage a range of appropriate key performance indicators and statistical information based on safety, standards, and commercial data sets	E	A/I
Able to communicate information at differing levels of complexity to suit a wide range of audiences	E	A/I
Able to provide senior management with accurate management information on the performance of the contracts delivering the service, the quality of service	E	A/I

provided by the contractors and justification for expenditure and service provision		
Able to manage effective and timely responses to customer needs or enquiries in relation to the contracted services provided	E	A/I
Ensure compliance with corporate safety systems and health and safety legislation	E	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Able to develop and maintain robust customer relationships with internal/external stakeholders to ensure the focus is on delivering high quality services that meet or exceed the needs of customers in a manner that delivers value for money without compromising on standards	E	A/I
Strong analytical skills with the ability to assess and evaluate a range of options and able to think strategically and contribute to the overall success of the business	E	A/I
Personally effective with excellent organisational skills and ability to plan and co-ordinate own workload, prioritise tasks and be self- motivating with the ability to work on own initiative, or within a team environment	E	A/I
Promoting Health and Safety as an integral part of all services provided by the supply chain to ensure safe working on site and safety of the built environment through relevant certification	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Management of all finances in line with financial regulations, standing orders and corporate policies	E	A/I
Ensure that service budgets relevant to the role are managed effectively, payments to contractors are appropriate, accurate and timely	E	A/I
Recognise opportunities to deliver the services in efficient cost-effective ways, for example through economies of scale etc.	E	A/I
Authorise payments to contractors and ensure robust payment management processes are embedded	E	A/I
Make a positive contribution to the delivery of customer focused property management services, working flexibly and positively to achieve the objectives of the service and the authority	E	A/I

Key to Assessment Methods:



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment