



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Contracts Officer
Job Reference	
Service	Children's Services: Strategy, Commissioning and Transformation
Team	Home Finding Team
Location	Hybrid - Shute End / Homeworking
Reports to	Home Finding Team Manager
Responsible for	Not applicable
Grade	Grade 6
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	To undertake the core administrative activities for contract management including issuing contracts to Providers, overseeing provider due diligence checks, managing communication with providers when notifying of changes to contracts, managing requests and coordinating arrangements required in relation to new contracts and changes to existing contracts.
2.	To support the delivery of the Contract Management Framework for Children's Services
3.	Track expiring contracts and coordinate the actions required, liaising with the assigned contract lead, Procurement, Legal, Finance, Providers and Commissioners
4.	Act as Contract Lead for contracts under the responsibility of the Strategy, Transformation & Commissioning team with an annual value of c.£20,000 or less, undertaking day-to-day contract management and supplier relationship management activities throughout the contract lifecycle.
5.	Support senior colleagues to undertake the annual inflationary uplift process, managing the communications with providers and liaising with internal colleagues across multiple teams as required.





6.	Support the application of knowledge to support key projects and contribute to the development of corporate policy, strategy and plans including responding to legislative and guidance changes.
7.	To undertake contract and performance management as required, to ensure the achievement of required outcomes, performance targets and/or efficiencies, and effective management of risk.
8.	To provide specialist/professional contract advice and recommendations within specific parameters, to support informed decision making.
9.	To maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency, and compliance.
10.	To work within statutory, Council and Government guidelines and ensuring statutory compliance with the delivery of the service
11.	To support a culture of strategic thinking and transformational commissioning that delivers best value and improved outcomes for children, young people and families. To model the Council's values, holding yourself and others accountable, and translate organisational objectives into actionable items that inspire others to behave and operate at their best.

Person Specification	Essential	Desirable
Education/Qualifications	• Good standard of education, including excellent literacy and numeracy skills - GCSE Maths and English. • Relevant qualification, or equivalent experience in customer services, contract management, or procurement.	
Experience	• Experience of writing effective briefings and strategic documents. • Experience of working within the specialist area (Children's Services or a related service area). • Experience of administering processes to tight timescale and with high levels of accuracy. • Experience of assisting in delivering change particularly in relation to process improvement. • Experience of administering processes to tight timescale and with high levels of accuracy. • Experience within a customer-focused service providing excellent customer service.	
Skills/Knowledge	• A thorough understanding of contracts, including key clauses, compliance requirements, and the ability to interpret and apply contractual terms to ensure effective service delivery and risk management.	• Experience of using relevant technology (Ideally Atamis and Mosaic) and software used within similar service areas.





	• Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel. • Presentation skills, able to engage an audience • Ability to extract and assess important information. • Able to interrogate & analyse data and information • Working knowledge of the legislative frameworks surrounding Children's Social Care. • Good written and verbal communication skills and able to vary style to meet the needs of the audience	
Behaviours/Attributes	• Ability to make constructive enquiry.	

Purpose Details	
Service Purpose	Commissioning is all about the most effective and efficient way of using all the available resources to improve outcomes for children, young people, and their families. The Children's Strategy, Transformation and Commissioning team play a central role in transforming the way services (internal and external) are designed based on local needs, commissioned, delivered, and monitored in order to deliver quality services and improved outcomes for children, young people and families.
Role Purpose	To support the team to deliver the principles outlined in our Contract Management Framework, undertaking the core activities required to maintain effective and efficient contract management processes, providing a responsive and efficient support function to internal and external customers.

Supervision and Relationships	
Supervision Received	Regular supervision provided by Home Finding Team Manager
Supervision Given	Not applicable
Contacts	Internal: Children's Services, Legal, Finance, Procurement, Housing, Performance Team External: Providers across both Social Care and Education, Health, Schools, VCFS organisations, Regional Commissioning networks





Resources/Budget Management

N/A

Special Requirements

Ability to travel to a variety of locations in borough, attend occasional evening meetings.

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

N

Confined Spaces

N

Frequent Display Screen Equipment Use

Y

Driving for Work

N

Hand Arm Vibration

N

Lone Working

N

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N

Safety Critical Work

N





WOKINGHAM
BOROUGH COUNCIL

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working - Office based & home based

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	

Disclosure and Barring Service (DBS)	Details
DBS Requirement	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Evaluation Declaration	
Date of Evaluation:	September 2025
Evaluated by:	HR Team

