



| Job description |                                     |               |               |
|-----------------|-------------------------------------|---------------|---------------|
| Job title       | Contracts Officer                   |               |               |
| Grade           | H                                   |               |               |
| Directorate     | Health & Social Care                |               |               |
| Service/team    | Whole Life Commissioning Team       |               |               |
| Accountable to  | Commissioning and Contracts Manager |               |               |
| Responsible for | Not applicable                      |               |               |
| JE Reference    | A4142                               | Date Reviewed | February 2025 |

### Purpose of the Job

As a Contracts Officer, the post holder will support the Commissioning and Contracts Manager to effectively performance, manage and evaluate the impact of commissioning activity across children's services, adult social care and public health commissioned services. To achieve this the post holder will support the Commissioning and Contracts Manager on performance management for Whole Life Commissioning, and play a key role in:

- To contribute to and support the Commissioning and Contract Manager with the implementation of Key Performance Indicators in line with targets to provide effective monitoring.
- Provide support to the Commissioning and Contracts Manager to ensure continuous service improvement that embraces corporate priorities and initiatives.
- Support the Commissioning and Contracts Manager in the collation of information to be used in high quality reports, informal briefings and presentations to Council Committees, elected Members, MPs and organisations from the public, private and voluntary sectors.
- Support with procurement and contract monitoring to ensure the availability, quality, performance and value for money of commissioned services
- To support the Commissioning and Contracts Manager to ensure that the commissioning and the delivery of services reflect the Council's Equality agenda and anti-discriminatory practices.



## **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Corporate Commissioning and Contracts Responsibilities:**

1. To provide support to the Commissioning and Contracts Manager to monitor performance management and evaluation of commissioning activities across the Whole Life Commissioning Team.
2. To support in partnership work with all key stakeholders in the implementation of the commissioning strategies.
3. To work as directed with Procurement to ensure the contract register is maintained and up to date with appropriate information.
4. To support the Commissioning and Contracts Manager to ensure that all appropriate records in relation to contracts are appropriately retained and maintained in accordance with legislation and guidance.

### **Corporate Responsibilities:**

In addition to the above, the post holder will be responsible for supporting the Commissioning and Contracts Manager by:

5. Demonstrating a can-do attitude and working as part of a team to deliver quality, efficiency and flexibility of services to meet customer expectations.
6. Promoting a culture of continuous improvement and customer focus with providers.
7. To provide support with the development of statistical information to facilitate robust and evidence-based approaches to commissioning for the Whole Life Commissioning Team
8. To support with the sharing of information across the organisation and the wider community, other agencies, including other Local Authorities and business sectors to improve outcomes for customers, service users, citizens and the organisation.



**General Service Delivery Responsibilities:**

As a member of the Council's Whole Life Commissioning Team, the post holder will be required to:

9. To support the Commissioning and Contracts Manager to support the Whole Life Commissioning Team on key projects, or initiatives.
10. Adopt a collaborative and supportive approach, to colleagues across the Council and in partner organisations providing operational advice, assistance and support.
11. To support with the ongoing monitoring of the performance management systems used across the Whole Life Commissioning Team.
12. To support with the monitoring of the quality, activity and outcomes of existing commissioning activities to evidence if they meet the contracted standard.
13. To support with the collection of quantitative information to evaluate frameworks for commissioning activities that collect evidence on the value they add to the Council and wider commissioning partners.
14. Represent the Council's internal and external forums as requested.
15. Promote effective communications, both internally and externally, to support the Council's objectives and promote the reputation of the council and the borough.
16. Undertake all duties in accordance with the highest standards of behaviour as set out in the Council's management competency framework, and to undertake any other duties commensurate with the grade and requirements of the post.

**Special Features:**

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.