

JOB PROFILE

DIRECTORATE	Adults, Housing & Health
JOB TITLE	Senior Contract Officer
POST NUMBER	T03160
GRADE	Band 7
RESPONSIBLE TO	Team Manager Contracts and Compliance
KEY LIAISON WITH	Senior managers within the Council and CCG, including finance managers, operational/budget holders, senior strategy managers, Head of Legal services, internal and external providers, managers/owners within the private and voluntary sector. Health providers, other Local Authorities, Care Quality Commission, information and quality officers
JOB PURPOSE	<ul style="list-style-type: none"> • To ensure commissioned services meet the strategic and operational objectives of the local authority and the wider national agenda • To ensure that contract officers they manage quality assure the services commissioned to the standard the council requires • To ensure the services commissioned provide value for money and efficiency • To lead on procurement processes that deliver best cost/benefit to the council • To ensure services provided maximise choice, independence and control
JOB PROFILE LAST REVIEWED	January 2017

KEY CORPORATE ACCOUNTABILITIES	
1.	To work with colleagues to achieve service plan objectives/targets.
2.	To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs
3.	To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

KEY CORPORATE ACCOUNTABILITIES	
4.	To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5.	To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
6.	At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

KEY SERVICE RELATED ACCOUNTABILITIES	
•	To work with colleagues to achieve service plan objectives/targets.
•	To oversee the ongoing development of contracting strategies and policies that ensure services commissioned by the Council are cost effective and of good quality
•	To ensure that the strategies and policies developed take account off and build upon national expectations in relation to the services to be provided.
•	To ensure that the above is set out in clear, understandable and user-friendly action plans.
•	To implement the development of contracting and performance processes with the third sector.
•	To oversee relevant Performance Indicators and information systems to support monitoring of the effectiveness of services locally and the requirement to report to regulatory bodies.
•	To ensure the delivery of relevant Local Area Agreement (LAA) targets and report to the relevant Commissioners.
•	Through personal example, to maintain awareness and commitment to the Thurrock Council Diversity Policies in relation to employment and service delivery.
•	To link with relevant County wide and Regional work.

- To take account of the value of contracts in place and ensure that the best price available is negotiated with providers and potential efficiencies are realised.
- To use information about the quality current providers are achieving to improve standards in the quality of care being provided. To use this information to identify current trends affecting the local market and develop strategies for dealing with any issues.
- To undertake an approval process for all new providers and present a report to the Team Manager- Contracts and Compliance with recommendation for whether the provider is to be included on the Council's approved list of providers.
- To implement and manage a system to maintain a register of contracts agreed by the Directorate, complete with approved lists of providers for each area of specialism. Furthermore to ensure this data contributes to the production of strategic commissioning plans.
- To manage the financial and administrative processes during the negotiating of residential, domiciliary, day care and other care contracts.
- To co-ordinate the development of training in relation to contracting processes for staff, as appropriate. To support practitioners when commissioning services.
- To keep abreast of developments and best practice in contracts monitoring in both the public and private sector. To share this best practice with providers.
- To have a good understanding of the Council's Corporate Procurement Policy and European procurement directives and give advice on same across the Directorate.
- To liaise with the Head of Legal Services with regards to legislative and legal developments in dealing with contractual issues.
- To represent the Council at regional meetings and participate in regional projects as required.
- To supervise the Contract Officers in accordance with the Directorate's policies on line management and staff care.
- Such other duties as may be required commensurate with the grading of the post.

PERSON SPECIFICATION

JOB TITLE: Senior Contract Officer

DEPARTMENT: Adults, Housing & Health

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
• Ability to think strategically	1,2	3
• Ability to think creatively	1,2	3
• Ability to work with colleagues in all settings, and with senior managers in all agencies	1,2	3
• Ability to write reports effectively	1,2	2
• IT literacy	1,2	2
• Ability to negotiate and influence a wide range of people	1,2	2
1. Skills and Abilities – Desirable		
• Ability to understand and apply complex legislation and contracts	1,2	2
• Ability to work as part of a team and on own initiative	1,2	2
• Flexibility to attend out of hours meetings	1,2	2
2. Special Knowledge – Essential		
• National and local policies and key strategic objectives	1,2	3

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
<ul style="list-style-type: none"> Overarching contract guidance and local contract rules 	1,2	3
<ul style="list-style-type: none"> An understanding of Social Care policy and the transformation agenda 	1,2	2
<ul style="list-style-type: none"> Knowledge of social care market 	1,2	2
2. Special Knowledge – Desirable		
<ul style="list-style-type: none"> An understanding of diversity issues 	1,2	2
<ul style="list-style-type: none"> An understanding of business and commercial factors in terms of their impact upon the care market 	1,2	2
3. Experience – Essential		
<ul style="list-style-type: none"> Work in management capacity in contracting/ strategic setting 	1,2	3
<ul style="list-style-type: none"> Working with a wide variety of agencies/ individuals in a care environment 	1,2	2
3. Experience – Desirable		
<ul style="list-style-type: none"> Experience of conducting negotiations regarding quality/ cost issues with providers of social care 	1,2	2
4. Other Requirements – Essential		
<ul style="list-style-type: none"> Car driver 	1	3
<ul style="list-style-type: none"> Use of vehicle 	1	3
4. Other Requirements – Desirable		
<ul style="list-style-type: none"> Professional qualification relevant to the post 	1	1
5. Equality – Essential		
<ul style="list-style-type: none"> Evidence of working with diverse communities 	1,2	3
5. Equality – Desirable		
<ul style="list-style-type: none"> Experience of using Equality Impact Assessments 	1,2	3



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