

ROLE PROFILE

Job Title:	UK Community Renewal Fund Contracts Officer	Job Code:	PSC/E20
Department:	Strategy, Communications and Policing	Version:	1.0
Reports To:	Head of ESIF and Future Funding Policy	Date Created:	July 2021
		Grade:	H

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

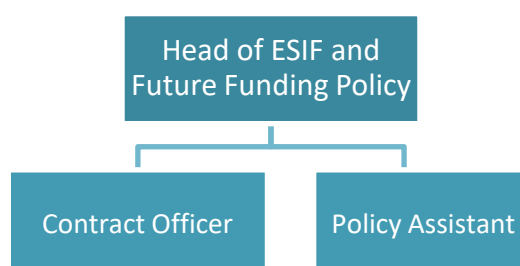
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Working with business and education providers to promote and grow our regions skills base & employment.



Job Overview:

- To support the contract management of the West Yorkshire UK Community Renewal Fund programme, managed by the Strategy team in accordance with recognised contract and project management methodology.
- To support the efficient and effective management of contracts in line with funders targets.
- To ensure consistent approach to the completion of contract management tools and reports.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Build trust and respect with partners, sub-contractors and funders.
 - Promote contract management processes and principles with internal and external partners.
 - Work effectively as part of the Strategy Team ensuring that all contractual targets are met.
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- © Support partnership working across the organisation and externally.
 - © Work together with your team to ensure targets are achieved.
 - © Be an advocate of our strong performance management culture, taking accountability for delivering results.
 - © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
 - © Take a proactive approach to internal processes, contributing during meetings and interviews.
 - © Utilise effective communication channels when working with others.

Technical Duties:

- Support the contract management of the West Yorkshire UK Community Renewal Fund programme, ensuring that targets are met and a consistent approach is used.
 - Monitor finance and risks, compiling reports and identifying issues.
 - Monitor contracts in a timely fashion ensuring that up to date data is readily available.
 - Support the production of detailed contract management reports for a variety of sources
 - Ensure contracts are managed efficiently and consistently through supporting the completion of monitoring reports, paperwork, databases and CRM tools.
 - Promote continuous improvement of contract management processes and procedures.
 - Liaise with delivery partners and sub-contractors in relation to management of contracts.
 - Prepare reports on contract performance for internal and external audiences.
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- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
 - © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
 - © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Contract manage the activity of delivery partners and sub-contractors to identify if funding is used appropriately and targets are met.
 - Form good working relationships with internal and external delivery partners and stakeholders.
 - Monitor the completion of contract management paperwork and systems by internal and external partners and stakeholders.
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- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
 - © Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to A level or equivalent relevant education or demonstrable work experience.
- © Practical experience of successfully performing in a similar role.
- © Experience of managing complex contracts.

- Knowledge of the funding landscape.
- Understanding of the contract management requirements of a range of funding streams.
- Experience of using a range of contract management techniques and methodologies.
- Knowledge and experience of using a range of databases and CRM tools effectively to support contract management.

People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

- Able to prioritise and plan workload, managing expectations of internal and external stakeholders.
- Able to build relationships easily with internal and external stakeholders.
- Experience of supporting internal and external stakeholders with contract management queries and advice.

Technical:

- © Strong negotiation skills.

- Recent experience of maintaining contract management processes and procedures.
- Competent IT user with experience of databases CRM tools and Microsoft packages such as Excel and Access.
- Knowledge of public sector financial, legal and procurement procedures
- Has excellent attention to detail and is able to complete reports and claims relating to contract management for a variety of audiences.

Impact & Influence:

- Able to actively participate in the contract management of delivery partners and sub-contractors, ensuring funding is used effectively and targets are met, escalating queries and concerns in a timely manner.
- Form effective relationships with internal and external delivery partners and stakeholders.
- Able to support internal and external partners and stakeholders to understand and complete contract management systems and paperwork.
- Ability to work effectively using own initiatives and as part of a team.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.