Role profile

Job Title:	Strategic Contracts Officer	**Grade:**	11
Department:	Commissioning and Capacity Building	**Post no:**	
Directorate:	Strategy and Change	**Location:**	Perceval House

Role reports to:	Impact Data Scientist
Direct Reports:	None
Indirect Reports:	Teams within the function, project teams, support staff
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.	

Job description

Purpose of role

As a Strategic Contracts Officer within the Impact of Commissioning Team, you will support the development and continuous improvement of contract management practice across the Council, helping to ensure commissioned services deliver high quality outcomes, value for money and social value for residents.

Working closely with Contract Managers, Commissioners and Service Managers, you will provide specialist advice, support and constructive challenge to strengthen contract management, governance, performance oversight and risk management. Using data, insight and organisational learning, you will promote best practice, build organisational capability and support a consistent, outcomes focused approach to contract management across all directorates.

Key accountabilities

Support the implementation and continuous improvement of the Council's Contract Management Framework, promoting consistent and proportionate contract management practice across commissioned services.

Provide specialist advice, support and constructive challenge to Contract Managers, Commissioners and Service Managers to strengthen contract governance, performance management, provider oversight and risk management.

Develop and maintain contract management tools, guidance, templates and assurance processes that support good practice, consistency and accountability across the organisation.

Analyse contract, performance, financial and quality information to identify risks, trends and opportunities, supporting evidence-based decision making and service improvement.

Deliver contract assurance activities, including contract reviews, health checks and performance reporting, supporting effective oversight and compliance.

Support the development of contract management capability through training, coaching, knowledge sharing and communities of practice.

Identify and share learning from assurance activity, performance information and contract management practice to support continuous improvement and organisational maturity.

Prepare reports, briefings and recommendations for senior leaders and governance forums on contract management performance, risk and improvement activity.

Work collaboratively with commissioners, contract managers, providers and partners to support the effective delivery of commissioned services and improved outcomes for residents.

Promote contract management practices that support value for money, social value and service quality across commissioned services.

Key performance indicators

Increased compliance with the Council's Contract Management Framework across strategic and high-risk contracts, evidenced through assurance reviews, audits and governance reporting.

Improved organisational contract management maturity, evidenced through audit outcomes, assurance reviews and the consistent application of corporate standards.

Reduction in unmanaged contractual, operational, financial and reputational risks through effective assurance and improvement activity.

Delivery of a programme of contract assurance reviews and health checks, with agreed actions implemented and monitored through governance arrangements.

Increased confidence and capability among Contract Managers, Commissioners and Service Managers in applying contract management best practice.

Timely production of high-quality contract management insight, reporting and recommendations that support decision making and governance.

Evidence of organisational learning and continuous improvement resulting from assurance activity, performance analysis and the sharing of best practice.

Improved value for money, social value and service outcomes through strengthened contract management practice.

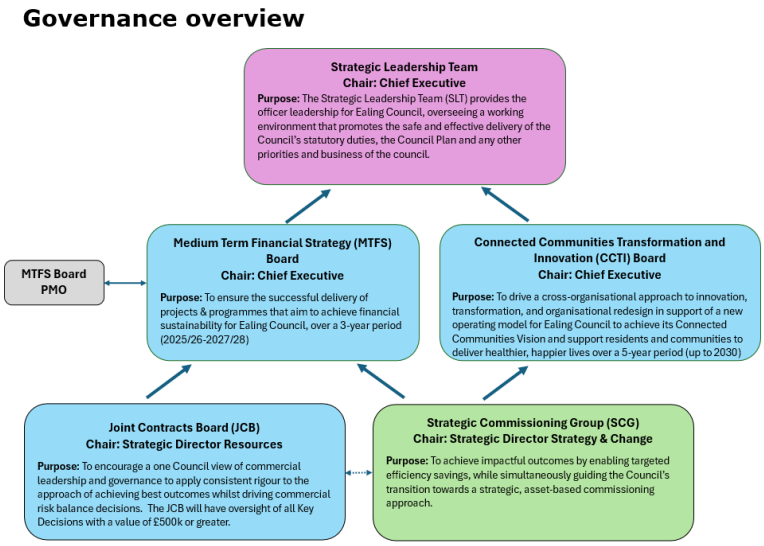
Internal

- Contract Managers, Commissioners and Service Managers across all directorates.
- Procurement, Legal, Finance, Governance and Assurance teams.
- Heads of Service, Assistant Directors and other senior leaders.
- Corporate governance and decision-making forums.

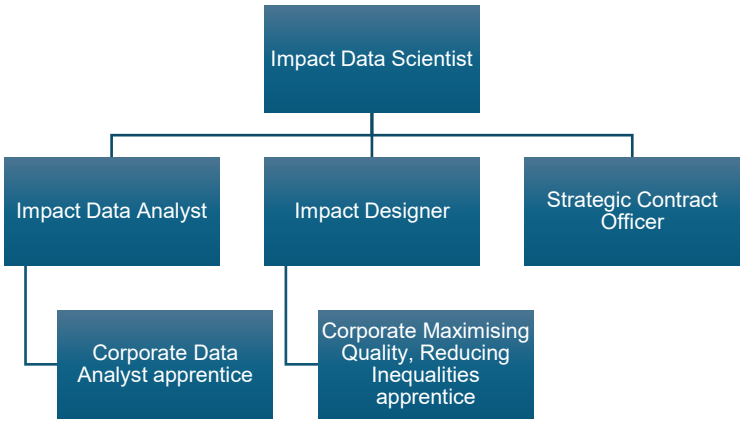
External

- Providers and commissioned organisations.
- Voluntary, Community and Social Enterprise (VCSE) organisations.
- Health, housing, education and other public sector partners.
- Regional and national contract management and commissioning networks.
- Other local authorities and partner organisations to support benchmarking, learning and best practice.

Authority Level



Impact of Commisisoning team



Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

(Applicants must address all of the essential knowledge, skills and attributes listed in the person specification within their supporting statement. These criteria will be used to shortlist candidates at the application stage).

Essential knowledge, skills and abilities

Good knowledge of contract management within a commissioning environment, including how effective contract management supports the delivery of outcomes, value for money and social value.

Strong understanding of the commissioning cycle and the contribution contract management makes to achieving commissioning objectives and improving outcomes for residents and communities.

Ability to apply contract management frameworks, standards, guidance and assurance processes to promote effective, consistent and proportionate contract management practice.

Ability to work collaboratively with Contract Managers, Commissioners and Service Managers to support contract oversight, provider performance and continuous service improvement.

Strong analytical skills, with the ability to interpret performance, financial and contractual information to identify risks, trends, opportunities and areas for improvement.

Good commercial awareness, with the ability to assess contractual, operational, financial and reputational risks and support effective risk management.

Ability to provide advice, support and constructive challenge to colleagues, providers and stakeholders to strengthen contract management practice and informed decision making.

Ability to contribute to organisational learning, continuous improvement and the development of contract management capability through the sharing of knowledge, guidance and best practice.

Strong communication, influencing and stakeholder management skills, with the ability to build productive working relationships across council services, providers, partners and governance forums.

Knowledge of relevant legislation, governance requirements and public sector commissioning and contract management best practice.

Essential qualification(s) and experience

Degree level qualification in a relevant discipline, or equivalent professional experience.

Experience of contract and performance management within a commissioning, public sector or similarly complex service environment.

Experience of analysing performance, financial or contractual information to identify risks, evaluate performance and support evidence-based decision-making.

Experience of working collaboratively with a range of stakeholders to support the effective delivery and improvement of services.

Experience of preparing reports, briefings or recommendations to support management oversight, governance and decision making.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards