PERSON SPECIFICATION

Contract Manager

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

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Qualifications and training

Method of Assessment – D, I

Essential:

- Professional Level 5 qualification OR Equivalent Experience*
- Evidence of continuing professional development and willingness to undertake in role
- Completion of leadership training or demonstrable leadership experience
- Contract Management Training or relevant demonstrable experience – Government Commercial Function Foundation level (or willingness to work towards upon engagement) with willingness to work towards Practitioner

Desirable:

- Project Management qualification or suitable experience e.g., Prince 2

Experience and knowledge

Method of Assessment – D, I

Essential:

- Broad understanding of public sector legislation and various government playbooks in the field of procurement and contract management
- Extensive knowledge in managing a range of high value, long term contracts and supplier relationships

- Proven knowledge and understanding of budgetary processes and ability to effectively manage contracts within budgeted sums
- Extensive experience of managing complex, high value, and long-term contracts
- Extensive experience of contract and performance management within a public sector or a commercially driven environment

Desirable:

- Knowledge and understanding of internal and external audit procedures and outcomes

Specialist skills and abilities

Method of Assessment – D, I

Essential:

- Working knowledge of contract management policies and procedures and understanding of multidisciplinary or complex contract management mechanisms
- Detailed working knowledge of financial management systems, governance processes and risk management and their application
- Working knowledge of multiple software packages and systems, for example Microsoft Office, e-tendering systems and management information systems
- Knowledge of partnership working and principles
  Knowledge and understanding of Health and Safety systems and procedures necessary for the effective management of contracts
- Experience in validating and auditing contractual payments and supplier performance
- Experience in analysis and dealing with complex and varied problems as well as the short, medium and long-term planning, development and monitoring of service improvement
- Experience of managing and controlling major budget spend and reporting requirement associated
- Significant experience of planning, prioritising, organising and managing you own and team's workload
- Experience of supervising, coaching and mentoring a team and taking responsibility for project group and/or experience of cross functional team working

Desirable:

- Knowledge of the pressures facing local government and key development strategies
- Experience of commercial negotiation of significant value and/or risk

Personal skills and attributes

Method of Assessment – D, I

Essential:

- Strong interpersonal skills and the ability to develop and maintain effective working relationships with internal and external stakeholders to deliver common goals
- Strong leadership, coaching, organisation and management skills
- Excellent contractual negotiating skills based on an effective approach to problem solving, adapting to changes in circumstances or information therefore influencing decision making and helping to resolve conflicts including dispute resolution mechanisms
- Proven ability to analyse and report on performance issues both internally and to external partners
- Advanced skills in communicating complex information clearly, concisely and diplomatically in many formats to a range of audiences
- Proven ability to effectively manage a diverse range of issues across learning environments with conflicting priorities, ensuring targets and deadlines are met
- Ability to research, analyse and interpret complex data including policy and legislation and written material easily and in a variety of forms
- Proven ability to apply excellent technical knowledge within a diverse range of stakeholders and adopt a flexible and innovative/creative approach to problem-solving, adapting to changes and innovation

Decision making impact and innovation

Method of Assessment – D, I

Essential:

- Ability to adapt behaviour and actions based on learning and be prepared to challenge and be challenged whilst remaining objective, calm, confident and composed under pressure

- Experience of developing and managing continuous improvement with suppliers including benefits, innovation and efficiencies
- Ability to assess commercial options within constraints of budgets, forecasts and wider organisational pressures
- Ability to clearly distinguish between qualitative and quantitative decision-making criteria

Special working conditions

Method of Assessment – D, I

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match