



JOB DESCRIPTION

Role	Contracts Manager
Reports to	Procurement and Contracting Manager

Job Purpose

To lead all aspects of procurement and contract management across the Authority.

Work closely with programme managers, contract manager's, policy and commissioning colleagues across the organisation. Work with key stakeholders and the Programme Management Office, reporting on progress on projects/programmes as part of Gateway reviews and in support of the Single Assurance Framework

Key Responsibilities

Overall Management of contracts and services in accordance with company policies

1. **Collation of Periodic Contract Performance Data** – work with all project Contract Managers to ensure that they collate the required performance, payment and modification data needed to ensure compliance with the transparency obligation and effectively manage the contract
2. **Ensure Execution and Management of Contracts** – following the award of a contract (Procurement notification/ letter/ standstill) coordinate the collation and execution of the contract and ensure an electronic copy is appropriately stored on the Authority's system. If and when a contract is modified, ensure a copy of the Contract Change Notice, updated contract and contract modification notice is also stored with the contract.
3. **Collate Quarterly Governance reports** – using information collated from notices and performance, provide a quarterly report for Audit & Governance
4. **Ownership of Relevant Templates** – maintain, update, and share as required, the templates to be completed in delivering the above activities.
5. To monitor and report on all procurement activity in accordance the procurement legislation, the Authority's Contract Procedure Rules, and relevant guidance, and more broadly with best practice
6. Prepare or contribute to strategic reports, policy, code, and protocol including presenting to committee and board regarding activities relevant to procurement, contracting, and projects
7. **Management of Contract Register and Grants register** – ensure that the Authority Contract Register and grants register includes details of all current contracts and their pertinent information e.g., date of contract expiry/ re-procurement, and is updated at regular intervals.



8. **Publication of all Procurement Notices** – completion, publication and maintenance of all procurement notices as published on Contracts Finder and/ or Find a Tender Service (or any replacement portals) as required by the current procurement legislation.
9. **eTendering Portal Management** – Support the Procurement and Contracting Manager with portal oversight and ensuring that for every procurement the workstreams and events are being correctly completed and the procurements is being correctly administered in accordance with the authority's procedures.
10. **Support moderation meetings** – where required by the procurement lead, provide note taking support during moderation, to support evidencing procedural compliance and to inform supplier feedback.
11. **Deputise for Procurement and Contracting Manager.**
12. **Market Engagement** – where required for a project, be responsible for organising the event and attendance, and collating information to ensure compliance with transparency obligations
13. **Training** – design and provide training on the use of the above-mentioned templates and the transparency obligation to ensure compliance.
14. Other duties as reasonably required by the Chief Legal Officer and Head of Service (Legal, Procurement, Dem Services, ICT, Information Governance).

Person Specification

Behaviours Summary

- **Active listener** – understands and interprets needs of officers actively
- **Business mindset** – focuses on ensuring compliance with legislation and best practices
- **Agile** – adapts to changing political, commercial & organisational factors swiftly
- **Natural leader** – Inspires staff to meet reporting and transparency obligations effectively.
- **Credible** – Instils professional respect in staff, suppliers, partners, and politicians.
- **Outcome focused** - Driven by societal and economic changes.

Communicating & Influencing

- Articulates with credibility and conviction.
- Ensures fair and favourable terms in contract negotiations.
- Engages stakeholders to resolve contract-related issues collaboratively.
- Influences other tenderers to align with compliance standards.
- Instils a culture of compliance across the Authority.

Stakeholder Focus – Building on the CPCA's reputation as an organisation committed to compliance, efficiency and effective procurement which meets the needs of the region

Strategic Thinking:

- Involves partners in strategic planning and aligns priorities.
- Leads strategic initiatives reflecting organisational goals

Organisational Awareness:



- Anticipates and responds professionally to political pressure.
- Shapes senior stakeholders' perceptions to support organisational agenda.
- Upholds integrity and ethical behaviour in procurement and contracting.

Responding to Pressure & Change:

- Demonstrates resilience in the face of challenges.
- Drives a culture of continuous improvement.

Qualifications, Experience and Knowledge

- Procurement or business qualification at degree level or higher, or equivalent industry experience.
- (Desirable) Contract management qualification and ideally IACCM accreditation.
- (Desirable) Full Chartered Institute of Procurement & Supply (CIPS) membership.
- Detailed knowledge and experience of working in a public sector environment ensuring compliance.
- Knowledge of financial management principles.
- (Desirable) Team leader experience.
- Experience in implementing change through training for procurement and contract compliance.