

## **London Borough of Lambeth Job Description**

**Job title:** Senior Contracts Manager  
**Grade:** PO7  
**Directorate:** Finance and Investment  
**Group:** Finance  
**Division:** Procurement  
**Reports to:** Head of Procurement  
**Responsible for:** 2 Contracts Management Business Partners

### **Main purpose of the post:**

To be the Council's subject matter expert for Contract Management and be responsible for designing, implementing and monitoring a council-wide contract management framework in line with best practice.

To manage and co-ordinate the work of the corporate contract management unit to deliver assurance for Lambeth that contracts are being managed to deliver value for money; realisation of intended contract benefits; contract performance compliance and continuous improvement

Along with category managers, commissioners and contract managers, to help shape the council's strategic plans for contract management.

### **The post holder will:**

1. Play a key role in shaping and implementing contract management strategy for the council, setting expectations for Directors and Contract Managers and using influence and negotiation skills to promote change.
2. Manage the Council's electronic contract management system (eCMS) ensuring that contract information is entered correctly and in a timely manner and that the Council officers are adequately trained in using the system.
3. Ensure that contract leads across the council are trained and suitably equipped to carry out their contract performance and supplier relationship management responsibilities in line with best practices.
4. For strategic contracts with high value, impact or risk to provide support and challenge throughout the contract life cycle including mobilisation and exit; annual review; extension or variation; and addressing performance or

improvement. Taking a lead on commercial negotiations to secure the best outcomes.

5. To maintain an up to date and expert knowledge of changes in contract legislation and best practice and understand their impact for the council.
6. Ensure the contract management framework reflects council policy and strategy and integrates with other disciplines such as Risk, Performance, Procurement and Business Continuity.
7. Influence the use of market intelligence through structured benchmarking, market research and peer networking by the contract managers to inform future contract strategy and strengthen the council's negotiating position.
8. Develop and agree with the Head of Procurement an annual work programme for the contract management team, manage and monitor the programme and team performance.
9. Produce reports and guidance documents on significant issues including contract management practice and policy matters; programme progress; emerging risks and mitigation; for presentation at senior level and at committees.
10. To directly line manage several staff providing excellent people management ensuring staff are trained and developed to deliver the work and that good working practices are in place.
11. Exercise vigilance and awareness to prevent fraudulent activities in line with the Council's financial regulations, establish mechanisms to ensure separation of project management from delivery of contracts.
12. Carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial regulations.
13. Undertake any other duties that may be required to meet the exigencies of the service. These may be varied from time to time to meet the needs of the service.

## Person Specification

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**Reports to:** Head of Procurement

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the Shortlisting Criteria marked Essential (<b>E</b>).</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a 'tick' ✓ on the personal specification when you complete the application form.</p>			<b>Short listing Criteria</b>
<i>Education</i>	<b>Q1</b>	Educated to degree level or holds an equivalent professional qualification e.g. CIPS	✓ <b>A</b>
<i>Key Knowledge</i>	<b>K1</b>	Detailed knowledge of contract management, supplier relationships and monitoring processes, pricing and financial mechanisms, risk management and contingency planning.	✓ <b>A</b>
	<b>K2</b>	Detailed knowledge of programme and change management.	✓ <b>A</b>
	<b>K3</b>	Substantial knowledge of current policy issues affecting local authorities in relation to contract management and procurement.	✓ <b>A</b>
<i>Relevant Experience</i>	<b>E1</b>	Experience of implementing and managing a corporate contract management framework.	✓ <b>A</b>
	<b>E2</b>	Significant proven management experience with demonstrable success in providing strategic direction, managing change and relationship management	✓ <b>A</b>
	<b>E3</b>	Substantial contract management experience including leading commercial negotiation and driving improvement.	

<b>Key Behaviours</b>	
Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.	
Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	
Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	✓ <b>A</b>
Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	