

Job Description

Job Title: Contracts Officer

POSCODE: 788

Grade: I

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The post holders will assist the Commissioning Manager to develop relationships and business arrangements with service providers and monitor contracts drawn up with agencies and any service providers. They will take the lead role in monitoring the contracts for those children to ensure the providers and case accountable workers are following the child / young person's care plan in a positive way. They will look to identify trends with the provision of services, and identify new providers who can supply additional care when required. They will contribute to the maintenance of the Directorate's service register and information services available both locally and nationally

To support the placing of looked after children / young people, with suitable foster families, residential homes, or in supported accommodation, that will meet the needs of each child / young person, and achieve value for money for the council or any other organisation which fully or partly funds the cost of care.

To ensure that the independent providers, maintain and improve their quality of service, through regular monitoring and communication.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Contribute to the development, management, and delivery, of a system of monitoring contracts with provider agencies, considering the role of children and young people's needs, using SMART performance indicators to assess the quality of their care.
2.	Review any reports or issues received, regarding external service providers, and follow up any issues accordingly, involving the management team or social workers where necessary.
3.	Attend any specialist care reviews with providers, (in association with other staff on an agreed basis), to give attention to monitoring the care provided in relation to value for money and contractual issues.
4.	Plan and arrange other means of monitoring user / carer / other service satisfaction of provider's service, by direct observation, questionnaires, feedback from area teams, and any other suitable system.
5.	Liaise with regulatory authorities and other agencies as appropriate, in relation to

	monitoring of contracts, and providing feedback as necessary. To assist with the development of arrangements for ensuring fee levels accurately reflect the costs of meeting the users' needs to specified quality standards.
6.	Contribute to the maintenance of the directorate's service register, provider files, and information about services available, both locally and nationally.
7.	Organise and monitor a review system, to ensure that our providers are maintaining or improving their levels of service. Where necessary, take action to ensure they raise their standards, or report their shortfalls to the relevant authorities / bodies.
8.	To support the Commissioning Manager as and when required
9.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Qualified to 'A' level education or its equivalent or has received relevant professional training and experience.		E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
	<p>The post will be governed by NCC procurement and contract regulations and procedures, and the policies and procedures governing the placement of children and young people and the management of those placements.</p> <p>All areas of work are governed by formal procedures because of child welfare issues and procurement policies – children must be properly looked after and money must be spent well.</p>	E D
	Understanding of Health and Safety and willingness to undertake training to enable the implementation of procedures.	E
Skills		
	.The post holder needs to be able to liaise confidently with service providers (as businesses) negotiating, persuading and influencing them in order to get the services required by the County Council and obtain the best services available. They will be challenging costs and cost increases in the provision and negotiating to secure a cost-effective service for the County Council.	E
	Good IT skills, particularly Word, Excel (Advanced), PowerPoint.	E
	Organisational and problem solving skills. Including ability to use resources creatively and flexibly within a contractual framework.	E
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
	Evidence of contract management	E

	Able to work under pressure and to deliver against measurable outcomes to achieve deadlines.	E
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	E
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced x	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
	X			