


<b>Profile Title:</b>	Projects and Contracts Manager				
<b>Reports to:</b>	Senior Programme Manager				
<b>Employee Supervision:</b>	Medium team	<b>Grade:</b>	10	<b>Profile Ref:</b>	119513

### Purpose of the Post

The post holder will provide operational management of programmes, projects, schemes and associated contracts. The post holder will be responsible for all activities relating to the management of service contracts.

For major programmes or schemes, the post holder will lead the co-ordination and delivery of commissioning or procurement activities and the preparation and submission of internal and external tender submissions and associated evaluation processes.

### Responsibilities

- Developing a forward plan of work to deliver on the aspect of the agenda the holder is designated as lead for, and then implementing that plan and contribute to the work of service in a way that ensures that appropriate Corporate, Management Team and Sectional targets are achieved
- Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for service delivery, to satisfy internal and external demands.
- Affect and maintain changes to the service by (a) delivering well-defined, time limited projects with clear measurable objectives (b) delivering ongoing products or services where there is a clear rationale for doing so. Ensuring that all programme, projects and schemes deliver outcomes within budget and to plan.
- Ensuring that work is undertaken in collaboration with internal and external stakeholders(as appropriate) with the aim of achieving consensus working and maintaining good relations with funding partners and stakeholders.
- Oversee and ensure that programme financial management systems maintain the highest standards of probity and integrity throughout the organisation, reporting to the Board, funding partners and auditors on a regular basis.
- To be responsible for the accurate calculation and timely processing of financial information (including invoicing and income collection), maintaining controls in accordance with legislation and procedures.
- To be responsible for all data specific elements of contracts in line with their individual contract conditions, performance targets and budgets. Support the development of the performance dashboards and evaluation programme, using data to promote continuous improvement.
- To liaise with the legal services to ensure contracts are issued in accordance with contract procedure regulations. Ensure adherence to agreed contract specifications, agreed method statements, risk assessments or other requirements. To be responsible for the effective resolution of any breaches of contract conditions or performance standards.
- To lead on the commissioning of or bespoke procurement activities required to be completed to ensure the programme delivers value for money services in accordance with regulations. If appropriate, lead on the preparation and management of external tender submissions, liaising closely with internal managers and partners to ensure the aims of the programme are delivered.
- To use commercial acumen to secure optimum arrangements for the service when in negotiation with contractors.
- To play a role, if required, in the management of employees, providing direction and co-ordination of workloads, support and guidance, assisting with recruitment, motivation, training, welfare and discipline issues as appropriate.

<b>Education and Training</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>	A/C	E
<ul style="list-style-type: none"> <li>• Evidence of recent continuous professional development</li> </ul>	A/C	D
<ul style="list-style-type: none"> <li>• Project Management Qualification eg Prince or MSP</li> </ul>	A/C	D
<b>Relevant Experience</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Experience of policy and procedure formulation and implementation in an economic development role in a private/ public setting.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience of working with partners to deliver common objectives, managing conflict to resolve any issues.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience in managing a complex portfolio of programmes, projects or schemes.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience in performance management, setting targets, plans and monitoring performance.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience in research and development activity including data analysis and performance reporting.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience in the key principles of contract management, contract law and procurement.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience reviewing risk plans, value management and cost control.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Experience of budget management.</li> </ul>	A/I	E
<b>General and Special Knowledge</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Knowledge of local and national strategies, policies and legislation relevant to the area of work.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft applications.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Knowledge of the pressures facing local government</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Knowledge of best practice with regards to contract management and procurement.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Knowledge of systems and procedures necessary for the effective management of project contracts.</li> </ul>	A/I	E
<b>Skills and Abilities</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Excellent verbal, presentation and written communications skills. The ability to produce quality documentation including reports, articulating concise clear reasoning and recommendations and ensuring they are suitable for particular audiences.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Excellent negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. Particularly the ability to cut through complexity to give advice to decision makers</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Ability to organise and define a clear scope of work for external providers and manage numerous commissions in tandem, prioritising conflicting workloads.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Ability to effectively manage projects and processes to deadlines.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Ability to motivate employees in the attainment of service goals.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Ability to apply creative skills to develop innovative service improvements.</li> </ul>	A/I	E

Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Work in accordance with our values and behaviours, as part of an inclusive and high-performing council</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Able to undertake any travel in connection with the post.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> </ul>	A/I	E