

## ROLE PROFILE

<b>Role Title:</b>	Contracts Manager
<b>Department:</b>	Property Care
<b>Role Purpose:</b>	<p>Working within the Property Care team to procure, manage and monitor a sustainable range of contracts including supply chain, sub-contractors, self-employed, waste management, ppe and uniform, tools equipment and plant, vehicle management and building lease management.</p> <p>The work would include working to Midland Heart standing orders regarding procurement and will involve working closely with the central procurement team when needed. Procurement will include EU compliant tenders, Dynamic Procurement Schemes (DPS), mini tenders, quotations and frameworks, contract extension or renewal.</p> <p>All of the above must be delivered in a timely manner to strict deadlines to ensure business continuity and prevent failure due to not having contracts in place. Property Care is committed to and reliant upon full e-trading which is to be maintained and improved. To assist management in commercial strategy and liaise with all key stakeholders including customers.</p> <p>Also responsible for the Quantity surveying function within Property Care and also quality control and post inspecting works.</p>
<b>Reporting to:</b>	Property Care Commercial Manager
<b>Responsible for:</b>	Sub- Contractors
<b>Disclosure level:</b>	Standard
<b>Role Level:</b>	<u>Frontline Manager</u>

<b>Key Role Responsibilities</b>	<p>1. <u>Contract delivery</u></p> <ul style="list-style-type: none"> <li>• Procure, select, manage and monitor all Property Care contracts from EU directives to quotations using e-trading principals wherever possible. Prepare all documents and specifications for contracts.</li> <li>• To provide quantity surveying support, Quality control/Post Inspections, benchmarking, setting/monitoring and developing key performance indicators, reviewing supply chain, sub-contractor and self-employed performance, ensuring best value is</li> </ul>
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	<p>achieved and regularly challenged, reducing waste in processes.</p> <ul style="list-style-type: none"> <li>• To provide contract support and assistance to managers, supervisors and service coordinators. Maintain and develop robust contractual records, comply with all legislation and obtain the appropriate approvals, warranties, guarantees and certificates at the appropriate time.</li> <li>• Ensure all contracts comply with Health and Safety legislation including CDM and all necessary certificates and licenses are obtained and kept up to date.</li> <li>• To produce and receive updated reports, monitor progress and budget and provide contract management information as required throughout the contract duration. To record, monitor and agree variations to the contract and specification and review by holding regular recorded meetings with key stakeholders.</li> <li>• Ensure strict deadlines for contract extensions or renewal are met.</li> <li>• Maintaining a contract register with embedded key dates.</li> <li>• Explore and advise management and central procurement on possible collaboration with other service providers and buying clubs.</li> </ul> <p>2. <u>Financial control</u></p> <ul style="list-style-type: none"> <li>• Take responsibility for selecting and procuring correct contracts in line with Midland Heart standing orders and procurement best practice for the commercial operations of Property Care.</li> <li>• Work closely with Midland Heart procurement team in line with procurement mapping.</li> <li>• To carry out post contract reviews and analysis and report the findings.</li> <li>• Ensure best value is maintained and challenged at all levels within contracts and deliver efficiencies.</li> <li>• Ensure contracts are formulated to include fraud prevention measures.</li> <li>• Report on savings gained by efficiencies and good contract management.</li> </ul> <p>3. <u>Human Resources</u></p> <ul style="list-style-type: none"> <li>• No responsibility for others is required at present but future developments within the business may require some management of staff.</li> </ul> <p>4. <u>Health and Safety</u></p>
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	<ul style="list-style-type: none"> <li>• Ensure compliance with the Legal requirements and all of the Midland Heart/Property Care Health and Safety policies as required.</li> <li>• Be cognisant of the latest best practice and changes in legislation and update contract compliance accordingly.</li> </ul> <p>5. <u>General</u></p> <ul style="list-style-type: none"> <li>• Provide support to the Commercial Manager and act as deputy in their absence if required.</li> <li>• Ability to provide high quality reports.</li> <li>• To be able to act on own initiative tempered by being a team player and able to cross team work with Midland Heart departments.</li> <li>• Provide a positive contribution to the overall commercial goals of Property Care incorporating best customer practice.</li> <li>• Apply, promote and implement the Midland Heart Equalities &amp; Diversity Policies and Code of Conduct.</li> <li>• Undertake any other duties commensurate with this post, as directed.</li> <li>• To provide support and training on the Property Care productivity pay scheme.</li> <li>• To lead on the Quantity Surveying function within Property Care.</li> <li>• To lead on the Post Inspection of works and Quality Control function.</li> </ul>
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<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Recognised Surveying or Management related qualification.</li> <li>• Evidence of continually developing professional knowledge.</li> <li>• Full, current manual driving licence and full access to own vehicle.</li> <li>• Ability to demonstrate a level of numeracy and literacy to the equivalent of Grade C English and Maths GCSE.</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• A proven 'Track Record' in contract management with relevant Commercial experience.</li> <li>• Track record of ensuring that work gets done correctly first time and working to deadlines.</li> <li>• Experience of working with National Housing Federation Schedule (NHF) of Rates (SOR) and JCT Contracts - Making specific reference to Version 6 of the SOR's</li> </ul>

	<ul style="list-style-type: none"> <li>• Extensive knowledge of the full range of procurement, best practice and Regulations.</li> <li>• Experience of effective financial and budgetary control.</li> <li>• Working knowledge of current forms of building contract and implementation.</li> <li>• Good construction knowledge including health and safety legislation, fire safety, and CDM Regulations.</li> <li>• Experience of implementing performance management and how this contributes to business success.</li> <li>• Excellent communication skills and ability to deal with a wide range of stakeholders, both internal and external</li> <li>• Seeks innovative solutions to contract delivery</li> <li>• Excellent planning, organisational and analytical skills</li> <li>• Ability to write specifications, investigate and administer tender processes right through to selection on a wide variety of contracts.</li> <li>• Experience of effective budgetary control</li> <li>• Experience of working to tight deadlines</li> <li>• Ability to manage contracts</li> <li>• Ability to deliver all Property Care contract requirements</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• A demonstrated commitment to Continuous Professional Development (CPD).</li> <li>• Is flexible and adaptable in their approach to work.</li> <li>• Confident and can demonstrate confidentiality.</li> <li>• Ability to adapt to the needs of a diverse range of clients</li> <li>• A 'Can Do' positive attitude</li> <li>• Self-motivating and able to work with minimum supervision</li> <li>• Embraces and actively promotes change</li> <li>• Understanding of and commitment to the principles of equality and diversity.</li> <li>• Strong desire to learn and develop the Midland Heart missions, objectives and values.</li> <li>• Robust and resilient under pressure, with high levels of enthusiasm and commitment</li> </ul>