

# Context statement

**Job title: Contract Management Assistant**

Grade: Dorset Grade 7

Directorate: Adults and Housing Directorate  
Service: Adults Commissioning and Improvement  
Team: Older People, Home First and Market Access

**Organisation structure**

Reporting to: Commissioning and Contract Manager

This post is based within the busy Adults Commissioning Team and provides core administrative support to ensure the effective delivery of contracting and commissioning activity. The role operates in a fast paced environment with a broad and varied workload, supporting multiple contracting and commissioning leads and workstreams at different stages of the commissioning cycle.

**Context of work**

The postholder will provide essential administrative support within the Commissioning and Contracts Service.

The role requires strong organisation and communication skills, attention to detail, and a proactive approach to managing competing priorities.

This involves a wide range of duties including maintenance of accurate records, and coordinating information across internal teams, providers, and partner organisations including the NHS and other local authorities.

The role contributes to governance processes, contract monitoring, and the smooth day-to-day functioning of the Commissioning Team in support of council objectives and statutory responsibilities.

The postholder is expected to work independently within established procedures

The team works across both the Adults Older People and Working Age Commissioning functions. There will be a requirement to provide support across the administrative function as well as the contracts function, to undertake lesser or comparable duties.

They will contribute to the council's digital transformation by adopting new systems and supporting the use of self-service tools and automation.

The role plays a key role in the smooth delivery of services to adults of all ages, while upholding Dorset Council's values of respect, accountability, openness, togetherness and curiosity.



## Travel requirement

The role is desk based with some travel required to attend meetings and other service locations. Therefore, occasional access to a vehicle, being prepared to use public transport or the willingness to travel with DC colleagues may be necessary. The primary location for the postholder is County Hall, Dorchester, the Council operates a hybrid working policy in agreement with line manager and based on meeting the needs of the service.

## Other information

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The postholder will need a current Disclosure Barring Service Check in order to undertake the role.

Context statement prepared by:			
Manager	Mary Coward	Date	20 January 2026

