

Job description

Job title: Assistant Contracts Officer
Grade: Dorset Grade 7
Job evaluation reference: BA5008
Job family: Business, Policy and Administration

Purpose and impact

To provide support to other contracts officers in respect of contracting and monitoring arrangements across a range of services within the directorate.

To assist in the management of low to medium value contracts in accordance with Contract Procedure Regulations.

To provide support and advice to providers, operational and strategic commissioning staff in relation to complex or challenging situations primarily over the telephone but occasionally on a face to face basis.

Key responsibilities

- Assist in the development of contractual arrangements and specifications in line with commissioning requirements and Directorate procedures, which may include joint purchasing arrangements.
- Ensure that all expenditure is underpinned by an appropriate contract at all times and support other officers with the review and renewal of contracts across all service groups.
- Develop and maintain administrative systems and procedures to support monitoring activity which supports contract arrangements and ensures contractual compliance and value for money.
- Monitor commissioning activities and contracts ensuring that the outcomes are effectively recorded and used to contribute to commissioning and de-commissioning decisions.
- Represent the Council in routine contract negotiations with providers.
- Maintain records of contract arrangements and other arrangements, including fees and charges payable.
- Provide advice to Directorate staff and contractors/providers in respect of Contract Procedure Rules, financial regulations and associated issues.
- Undertake project work, including the preparation of management information as required.
- Develop and maintain information on contractual arrangements on appropriate databases.
- Assist in the preparation of costings and budget estimates in the negotiation and preparation of contracts.
- Attend meetings on behalf of the other officers as required.
- Any lesser or comparable duties as required.



- Where the post is based within the Children's Services Directorate, responsibility for promoting and safeguarding the welfare of children and young people.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Minimum of 4 GCSEs grade C or above including English Language and Mathematics, or equivalent ability.	Application form
2. Good standard of keyboard, numeracy and written literacy skills.	Application form
Experience	
3. Experience in an administrative role, using computerised systems.	Application form Interview Assessment
4. Use of a range of IT systems, including Word, Excel email and databases.	Application form Interview Assessment
5. Producing documents to a high quality standard.	Application form Interview Assessment
6. Financial administration/budget management as relevant to the role.	Application form Interview Assessment
7. Customer care.	Application form Interview Assessment
Knowledge	
8. Proven effective knowledge of office practices and administrative procedures.	Application form Interview Assessment
9. Knowledge of a range of IT systems, including Word, Excel, email and databases.	
10. Knowledge and understanding of financial and budgetary management.	
11. Knowledge of best practise in relation to customer care.	
Skills and abilities	
12. Excellent IT skills including accurate keyboard skills.	Interview Assessment References
13. Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure.	Interview Assessment References
14. Ability to build and sustain good working relationships with people at all levels, both internal and external.	Interview Assessment References
15. Ability to communicate effectively, orally and in writing.	Interview Assessment



	References
16. Ability to retain information and produce accurate/quality work.	Interview Assessment References
17. Apply confidentiality to all information handled.	Interview Assessment References
18. Able to demonstrate tact and sensitivity when dealing with customers.	Interview Assessment References
19. Good written/spoken English.	Interview Assessment References
Our values	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
Other	
25. Flexible and adaptable approach to work.	
26. Provide a supportive working environment to colleagues.	
27. Willingness to undertake training as required.	
28. Able to fulfil the travel requirements of the post.	
29. Awareness of and sensitivity to working with service users and appreciation of their needs.	

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
30. ECDL or equivalent IT qualification.	Application form
31. BTEC / Higher National and /or Chartered Institute of Purchasing and Supply Diploma.	Application form
Experience	
32. Working in a large organisation or local authority.	Application form Interview Assessment
33. Previous experience in a similar function.	Application form Interview Assessment
34. Supervising or managing staff.	Application form Interview



	Assessment
35. Recruitment, induction, appraisal and training of staff.	Application form Interview Assessment
36. Supporting projects.	Application form Interview Assessment
Knowledge	
37. Understanding of the work of local authorities.	Application form Interview Assessment
38. Knowledge of contract procedures/Standing Orders.	Application form Interview Assessment
39. Awareness of compliance with current legislation.	Application form Interview Assessment
40. Knowledge of project management principles.	Application form Interview Assessment

Approval

Manager's job title: Pay and Rewards
Date: June 2011

