

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Contracts Administrator		
<b>Post No:</b>	RP0051	<b>Grade:</b>	G
<b>Team:</b>	Property Maintenance and Climate Change	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Partnerships Manager		

### Overall job purpose:

To work with the Partnerships Manager and the wider team to develop effective financial and non-financial monitoring of all compliance, planned, repairs and maintenance contracts.

To be responsible for providing administrative back up and support to the Property Services team, including answering telephone enquiries about the status of repair works and placing 'the customer first.'

To provide performance information in relation to all aspects of the Property Services team management of data.

To facilitate the effective delivery and decision making in respect of all capital and revenue workstreams through the provision of accurate and timely information with regard to contracts.

### Key areas of focus:

1. **Commercial Analysis (Contract Management)**
  1. To carry out monthly/quarterly open book audit processes in line with Council Audit Procedures.
  2. To produce reports on open book or other contracts providing an analysis and breakdown of:
    - a. Actual Costs (Outturn) to Target (Baseline) Costs
    - b. Actual Costs to budgets
    - c. Areas of overspend
    - d. Areas of underperformance
  3. In conjunction with (2) above produce financial and non-financial forecasts as required
  4. To carry out financial and non-financial analysis on any areas of open book or other contracts relating to incentives, new procurement, risk pots etc.
  5. Where access to contractors system, carry out data interrogation and validation checks in line with (a) above or as requested.
  6. As directed by the Partnerships Manager, undertake financial / value for money review of contracts providing recommendations for improved services and/or greater value for money.
  7. Provide financial and management information systems for the mobilisation of new contracts.

	<p>8. Provide accurate and timely information for formal reporting and budget setting.</p> <p>9. Attend and participate in relevant internal and external meetings, presenting information as required.</p>
2.	<p><b>Commercial Management</b></p> <ol style="list-style-type: none"> <li>1. Responsible for the upkeep of relevant records of commercial activity, working with the relevant Property Services managers.</li> <li>2. Run reports from the various databases to support all aspects of commercial assurance, forecasting, planning, monitoring and reviews.</li> <li>3. Carry out resident and stakeholder consultation and involvement as required.</li> <li>4. Work closely with the Managers in the delivery of all Property Services commercial activities.</li> </ol>
3.	<p><b>Technical Standards, Policies and Procedures</b></p> <ol style="list-style-type: none"> <li>1. Continually refine a set of technical specification and practice standards which: <ul style="list-style-type: none"> <li>• Reflect good practice and provide value for money</li> <li>• Comply with all UK and European standards</li> <li>• Comply with any internal requirements</li> </ul> </li> <li>2. To maintain and develop relevant commercial assurance Policies and Procedures, in consultation with managers.</li> </ol>
4.	<p><b>Risk Management</b></p> <ol style="list-style-type: none"> <li>1. To maintain the risk management register</li> <li>2. To attend risk management meetings as required</li> </ol>
5.	To ensure data is processed in accordance with the regulations of the General Data Protection Regulation (GDPR).
6.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
7.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
8.	Any other duties that are commensurate with the level and grade of this post.

## Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
GCSE grade C or equivalent in English and Maths or can demonstrate substantial experience in a related field	x		AP
Experience of carrying out financial and non-financial data analysis and forecasting	x		AP/ AS
Experience of handling financial information and budgets	x		AS/IN
Up to date training in contract management / open book working		x	AP
Experience of working within a housing maintenance environment		x	AP
<b>Knowledge</b>			
Working knowledge of Microsoft Office applications including Word, Excel, MS Publisher and PowerPoint	x		AS
Knowledge of Pivot Tables, Formulas, VLOOKUP	x		AS
Knowledge of different forms of contracts	x		IN
Understanding of Open Book and Partnering		x	AP
<b>Skills and abilities</b>			
Proven time management skills and the ability to prioritise work and understand/meet deadlines		x	AS
Ability to interrogate complex databases and produce reports	x		AS
Able to analyse operational costs and identify efficiencies; making recommendations to realise efficiencies	x		AS
Able to prepare and present high quality professional reports	x		AP/AS/IN
To provide high quality, reliable and competent administrative and technical support		x	AS/IN

Other attributes			
Good interpersonal skills, ability to communicate effectively, in all media, at all levels	x		AS/IN
Responsible for handling, processing and storing commercially confidential information		x	IN
Representing WHBC at meetings as deemed appropriate and to occasionally work outside office hours.		x	IN
A driving licence valid for the UK and access to a vehicle		x	AP
The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post	x		IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

### Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.