

City of Wolverhampton Council

Job Description

Job title:	Commercial Contracts Business Partner
Directorate:	Finance
Service:	Commercial Services
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Head of Commercial
Grade:	Grade 9

Job Purpose and Role:

1. To lead and work closely with the Head of Commercial in improving Contract Lifecycle Management (CLM) across all areas of the council.
2. To lead and oversee the council's CLM approach and commercial contract management of critical contracts. to ensure Councils approach to CLM is compliant to all relevant legislation.
3. To be the development lead on CLM strategies implementation, continuous review and improvement of CLM. To include processes and procedures, working across the Council to ensure that they are understood and adopted effectively, whilst also sharing and embedding best practice.
4. To work collaboratively with service areas across the Council to provide expert commercial contract and CLM advice, review and identify potential efficiencies (including savings) to deliver consistency in contract management working practices and improve value for money.
5. To develop and assist service areas across the Council with the tiering of the council's contracts, to ensure that the appropriate level and focus of resource is correctly applied to contracts.
6. To develop contract monitoring across the Council and effective reporting to senior managers to demonstrate consistency, good governance and best value.

7. To develop and oversee the CLM training programme across the council, Maintaining a skills matrix for all officers with contract management responsibility and cyclical reporting to senior managers.
8. To oversee the effective utilization of the CLM system, reporting on non-compliance and assisting officers where required, to ensure optimum benefits are achieved.
9. To advise and participate in the Contract Oversight / Assurance Panel, providing reports from the CLM system that inform on CLM activity, spend and performance.
10. To provide regular updates to senior management and leadership forums on progress, continuous improvement initiatives and any relevant legislation requirements.
11. Provide effective management of human resources within the service area, including responsibility for appraisal, supervision, and development in line with corporate policies and standards. Ensuring employees are supported to create conditions for high performance to enable them to demonstrate and meet relevant competencies and standards.

Contract Lifecycle Management

12. Lead in the implementation, review and continuous update of the Council's CLM strategy, policies, procedures and solutions to assist in delivering improvements and value for money, ensuring CLM is linked to other Council priorities and strategies and make a contribution to the achievement of overarching Council wide strategies.
13. Take a lead role in influencing change within services to adopt the new approach to CLM.
14. Development lead on CLM training framework to support officers by developing, maintaining, and update/reviewing contract management operating manuals and procedures and maintain templates and tools to assist.
15. To lead and provide advise and support on contracts, where assistance is being sought, either in the drafting of specification and other key documentation, or where there are potential issues developing, advising escalation, as appropriate / applicable, to Heads of Service and / or other support areas, such as Legal, Procurement, Finance and or subject matter experts.
16. Ensure best practice CLM management is in place and applied over the life of the contract. This will include but is not limited to:

- document management,
 - managing key contractual events (e.g., Negotiation, periodic price reviews, benchmarking) that are suitable for (internal and external) audit purposes.
 - change management,
 - risk management,
 - dispute resolution,
 - contingency planning,
 - Expiry planning,
17. Manage and maintain the CLM system, including using it to publish the Contracts Register as required by Public Procurement Regulations.
18. Develop and implement a Council wide approach to performance management and reporting for all contracts across the council. Work collaboratively with service areas to support robust performance management across the Council.
19. Provide advice to services with the establishment and reviewing of KPIs (Key Performance Indicators), to ensure:
- Performance can be meaningfully measured and managed.
 - Performance information is collated, reported on and reviewed.
 - External benchmarking can be facilitated.
 - Credit or deduction payment mechanisms are enforced as appropriate and applicable.
 - Continuous improvement, benefit, realization reporting.
20. Work collaboratively across all service areas to assist identifying and prioritizing contracts where significant reductions or added value might be most effectively achieved, as a result of effective contract management, negotiation or otherwise.
21. Advise and work alongside service areas on the development and on-going management of supplier relationships, including sub-contractors, by developing and using best practice arrangements. This may include working directly with suppliers to adopt the Council's CLM requirements, to ensure value for money is achieved, opportunities to identify additional value are explored and optimized robust commercial arrangements are in place and risks are managed and mitigated as appropriate.
22. Contribute to the Council's savings plan and Medium-Term Financial Strategy by identifying opportunities for savings through understanding of best practice service delivery and alternative delivery models.

Strategic contract management

23. Be responsible for commercial management of contracts within the allocated subject area including:
- Manage and review performance management and monitoring frameworks to ensure that the required levels of performance are achieved.
 - Recommend approval of payments and contractual spend subject to delegated authority levels.
 - Produce and initiate procedures to ensure that providers comply with statutory duties on all aspects.
 - Assess and authorise contractual variations and negotiate with providers to successfully implement contract changes.
 - Negotiate with providers where improved or continued service delivery is critical to ensure the delivery of the Council's objectives or where dispute resolution procedures may need to be invoked.
 - Work with the legal team to determine the Council's response to disputes and lead the resolution.
 - Manage and monitor supplier improvement plans when necessary.
 - Provide guidance on commercial matters to other operational staff in contract management practices and procedures.
 - Provide budget planning and monitoring information, estimates of costs and other resources required.
24. Identify, assess, record, update and mitigate Council retained risks during the life of a contract.
25. Ensure successful contract close-out, extension, renewal or transition to a new provider and final accounts.
26. Lead and advice officers within the commercial team to ensure best practice CLM management is in place and applied over the life of the complex contracts.
27. Deliver an objective and robust value for money challenge mechanism to Service Departments to support their service delivery requirements and maximise their spend capacity by providing commercial and professional advice and guidance in relation to the allocated subject area, ensuring that all appropriate options and associated risks are considered.

Policy Development

28. Identify and develop opportunities for collaboration and partnership working across the public sector and influence partners to undertake joint commissioning.

Market Knowledge

29. Undertake strategic analysis of markets and provider trends and capabilities within relevant sectors to ensure that service delivery is based on best practice intelligence, and consequently identifying key areas for cost savings and service improvements.
30. Establish networks with key providers and new market entrants at a senior level. Build relationships to shape and influence developments to ensure capacity and capability in the market will meet the Council's future needs.

Compliance and Reporting

31. Work collaboratively across all directorates and with key stakeholders to ensure that consistent and accurate reports are provided on contracts CLM Compliance, performance activity and budget position. And any future requirements.
32. Provide periodic reporting on contract performance across the organisation against an agreed performance framework. Where necessary, highlight potential risks, issues and trends to the appropriate stakeholders.
33. Draft and present reports and provide information as required. This may include providing input, analysing data, and producing statistical information.

Management of staff

34. Ensure all direct reports are recruited and line managed in accordance with the Council's policy and procedures.
35. Undertake regular 1-1 supervision and appraisals through a performance management regime of all direct reports and provide effective review appraisals ensuring key outcomes, and smart objectives and targets are in place, delivered and linked to the council and directorate's objectives and service plans.
36. Ensure staff receive appropriate training and development to achieve their full potential and deliver high quality services and are performance managed in line with their objectives / role requirements.
37. Ensure that all matters of discipline, poor performance and capability are dealt with in accordance with the Councils policy and procedures.
38. Ensure that all staff absence, including sickness is proactively managed.
39. Ensure all direct reports are recruited and line managed in accordance with the Council's policy and procedures.

General

40. Be the subject matter expert in relation to strategic CLM, develop expert knowledge and provide guidance to the Commercial team and the wider organisation.
41. Attend meetings with elected members, and other internal and external meetings as appropriate.
42. Deputise for the Head of Commercial at internal and external meetings as required.
43. To act in accordance with the Council's Constitution and other Codes of Conduct.
44. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
45. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
46. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
47. To participate in the wider development of the service and contribute to service improvement as required.
48. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies as appropriate and training provided.
49. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives as appropriate and training provided.
50. City of Wolverhampton Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date.....
Signature of post holder

City of Wolverhampton Council

Personnel Specification

Job title: Commercial Contracts Business Partner

Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Educated to degree level or significant experience in contract and commercial management. 	<ul style="list-style-type: none"> Member of a relevant professional body e.g. CIPS (Chartered Institute of Procurement and Supply), or other appropriate contract management/management/business qualification Post-graduate diploma or equivalent in management Evidence of relevant continuing professional development. Accredited project management qualification. 	<ul style="list-style-type: none"> Application Form Production of original certificates Interview

<p>Experience</p>	<ul style="list-style-type: none"> • Extensive experience of working at a senior level in contract lifecycle management or commercial management role. • Experience of successfully managing contracts and change. • Experience of working with a wide range of stakeholders to develop, implement plans, procedures and templates to drive improvement and performance. • Experience of providing sound advice that may lead, inform, or facilitate successful policy formation and aligns resources to corporate priorities. • Experience in developing and implementing CLM plans, procedures, and templates to drive contract improvement, performance, and compliance. • Experience of promoting, advising and delivering best practice in CLM and the commercial aspects of contracts to drive efficiencies and better value from contracts. • Experience of a range of contract types, for example fixed price, target cost, 	<ul style="list-style-type: none"> • Experience of utilizing project management techniques. • Strategic thinker with the ability to view events, issues, or proposals from different perspectives to find creative solutions. • Knowledge of application of social value, sustainability and circular economy within contracts. 	<ul style="list-style-type: none"> • Application Form • Interview
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	<p>frameworks, payment by results and concessions.</p> <ul style="list-style-type: none">• Experience of negotiations and driving efficiencies.• Experience of interrogating contract and performance management information, analyzing and interpreting results and applying the findings to appropriate strategies.• Experience of commercial modelling including forecasting and risk Management.• Experience of promoting, advising and delivering best practice in CLM and the commercial aspects of contracts to drive efficiencies and better value.• Experience in supplier relationship management (SRM).• Experience of providing advice and guidance on contract related issues.• Ability to use and present information effectively, targeting the desired audiences.		
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Factors	Essential	Desirable	How identified
	<ul style="list-style-type: none"> • Experience in the use of ICT to manage contracts. • Experience of supporting service improvement and transformation. 		
Special Knowledge/Skills	<ul style="list-style-type: none"> • Extensive knowledge of contract lifecycle management. • Strategic thinker with the ability to view events, issues, or proposals from different perspectives to find creative solutions. • Proven high standards of verbal and written communications. • Proven high standard of presentation skills. • Ability to manage a diverse workload. • Ability to influence. 	<ul style="list-style-type: none"> • Awareness of the political nature of local government. • Experience of presenting to all levels of the organisation 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to manage a diverse workload. • Ability to influence. 		Application Form Interview

Factors	Essential	Desirable	How identified
Interests and Motivation Relevant to job	<ul style="list-style-type: none"> • Self-motivated • Team working skills including the ability to develop and motivate others and being a good role model. • Keeping abreast of CLM and commercial policy and legislation. 	<ul style="list-style-type: none"> • Understanding of legislation relating to public sector procurement and contract law. 	Application Form Interview
Commitment	<ul style="list-style-type: none"> • To achieve work targets within specified timescales. • To contribute towards continuous improvement in service delivery and securing value for money. • To a one council, one team approach • To maintain professional and ethical standards • To contribute towards maintenance and improvement of the image and reputation of the Service Group • To equality, diversity and inclusion 		Application Form Interview