

Job Description



Job Title: Contracts Manager	Service Area: Highways and Sustainable Transportation	
Directorate: Environment and Sustainable Transportation	Post Number:	Evaluation Number: 6269
Grade: PO5	Date last updated: January 2022	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To be responsible for the programming and contract management within the Highways and Sustainable Transportation Team.

To manage a team of technical and administrative staff including directly employed staff and/or agency staff in the delivery of these services.

Job Context

1. The postholder reports to the Head of Service for Engineering.
2. The postholder has line management responsibility for a team up to two technical and administrative staff totalling some 2 FTEs.
3. The postholder has responsibility for the management of capital and revenue programme line budgets.

4. The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- To be a member of the Highways and Sustainable for Transportation Team
- To be the lead officer of the Group in respect of Programming and Contract Management using the NEC Suite of contracts and the Manual Contract Documentation for Highways Works, for contracts that are worth up to £20m per annum. Although Project managers will be assigned to manage the actual projects and run them on site, the post holder will need to have an overall view of the management of the contracts themselves.
- To develop and regularly monitor within the Group individual work programmes and an overall master work programme, helping to ensure that contractors are delivering within the approved budgets and timescales.
- To support the Head of Service for Engineering, leading on the management and procurement of contracts within the Group, including attending monthly review meetings with contractors, and leading on the procurement process.
- To regularly monitor performance indicators and quality targets to ensure the group meets agreed objectives.
- To work with Principal Officers to manage professional Service suppliers and contractors.
- To work to a consistently high standard and ensure that the work of the Group delivers a high quality service, which complies with systems, developed to demonstrate quality, as determined by performance indicators, internal and external assessment and customer feedback.
- To formulate and implement strategies that will enhance all aspects of the service.
- To lead, motivate and develop staff within the team.
- To ensure that the team works as a highly professional unit where the potential of staff is fully exploited.
- To develop and maintain effective communications, liaison and working relationships, both internally and externally, by directly employed staff and external resources, with elected members, client officers, community and

business partners, relevant organisations and individuals, so as to ensure maximum effectiveness of the services delivered by the team.

- To manage the revenue and capital budgets, as allocated in accordance with corporate and departmental guidelines, and to ensure that resources are controlled and allocated to optimise efficiency and effectiveness.
- To ensure that the service contributes positively, flexibly and innovatively to wider Departmental and Corporate objectives.
- To investigate, develop and implement changes to the current strategy in order to achieve efficiencies in the delivery of the service and to help inform and where applicable change the policies that are currently in place.
- To establish, maintain and enhance quality systems, processes and procedures for the delivery of an effective service, ensuring a consistently high standard of organisation, systems, procedures and control mechanisms, and exploiting advances in technology to deliver a high quality performance.
- To pro-actively advise on, and contribute to, demonstrable, significant and continuous progress to the delivery of “Best Value” services for the people of Newham.
- To manage agency staff, external suppliers, consultants and contractors as appropriate.
- Through the Best Value approach to develop and implement demonstrable, and significant improvement in the control of resources, efficiency, and effectiveness resulting in higher quality of services within budgets.
- To deputise for the Head of Service (Engineering) or a Principal Officer as and when required.
- To develop and continuously refine value management techniques to ensure the provision of a cost effective service and value engineering techniques to ensure the provision of an efficient service, thereby meeting the requirements of best value and continuous improvement.
- To support the development of an organisational culture that is positive, flexible, responsive, forward looking and performance and customer focussed.
- To carry out such other duties within the competence of the postholder as may be reasonably required from time to time.
- To attend evening and weekend meetings as necessary.
- To ensure the implementation of the both the Corporate and the Department's Health and Safety Policy, to exercise due care and ensure the safety of the post holder and others during the course of all works.

- To be aware of relevant Health and Safety legislation and implement working practices to ensure compliance by professional services suppliers and contracts working on London Borough of Newham's Behalf.
- The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote the policies in their work.

Specific Requirements of Job

The Programmes and Contracts service includes the development and monitoring of work programmes and the procurement and monitoring of contracts, across the whole Highways and Sustainable Transport Group.

As the Officer responsible for Programmes & Contracts, the postholder will be required to:

- Be the lead officer on work programmes and contracts.
- Put in place a Master Work Programme for the whole Group which is regularly monitored, updated, and distributed to all relevant managers and project managers within the Group as well as the relevant contractors and officers within Network Management.
- To undertake the procurement and monitoring of contracts for the Group, including maintaining records of the contract documentation and regularly attending contract meetings with contractors.
- Report to Cabinet and any such Boards as required.
- Update lead members and ward members as required.
- Ensure that the required KPI performance and benchmarking data is collected and recorded for the Groups Contractors.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE & ABILITY Comprehensive knowledge of the service area and an ability to assess the impact of legislative and / or administrative changes affecting the service.	Application Form/Interview

Knowledge of the requirements of relevant Health and Safety legislation.	Application Form/Interview
Knowledge of relevant legislation relevant to the service area	Application Form/Interview
Knowledge of the functions and current trends and developments of local authorities would be advantageous but is not essential	Application Form/Interview
Good understanding of the NEC Suite of Contracts	Application Form/Interview
QUALIFICATIONS:	
Relevant academic qualifications at degree level or equivalent	Application Form/Certificate
Relevant professional qualification for chartered status or equivalent in an appropriate Institution	Application Form/Certificate
CRB	
This post is not subject to a CRB check	
EXPERIENCE:	
Experience of managing professional, technical and administrative staff within a local authority or other large organisation	Application Form/Interview
Experience of technical skills associated with the relevant service area	Application Form/Interview
Evidence of successful innovation, initiative and consistent achievement in either a public sector or private sector environment	Interview
Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery	Interview
Experience in the preparation, writing and submission of committee and management reports	Application Form/Interview
Experience of financial management including financial monitoring and budgetary control procedures of projects	Application Form/Interview

and budget lines	
Experience of project and contract management within the relevant service area	Application Form/Interview
Experience in defining, procuring, operating and controlling services and projects by external consultants/contractors	Application Form/Interview
Experience manage contracts using the NEC Suite of Contracts	Application Form/Interview
Experience of working with the Manual Contract Document for Highways Works	Application Form/Interview
SKILLS AND ABILITIES:	
Proven management skills	Application Form/Interview
Strong analytical and numeracy skills	Application Form/Interview
Articulate both in written and oral form	Application Form/Interview
Ability to manage capital and revenue projects and to devise innovative procurement options	Interview
Ability to manage budget lines, and skills to minimise budget under/overspends	Interview
Demonstrable project/contract management skills	Interview
Ability to assess the impact of legislative or administrative changes. Including health and safety issues, affecting the service and to proactively implement changes to comply with those requirements	Interview
Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the contractors and service providers	Interview
Ability to use management information to judge service performance, and devise and implement service improvement	Interview

strategies	
Ability to plan and work towards the long term strategic vision and to translate that vision into reality	Interview
Ability to translate corporate policies into tangible service improvements	Interview
Ability to contribute to corporate projects on behalf of Highways and Sustainable Transportation	Interview
Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers	Interview
Ability to build effective and productive working relationships with colleagues	Interview
Ability to manage, lead and motivate staff and foster their development. To relate to and work with people at all levels	Interview
PERSONAL STYLE AND BEHAVIOUR:	
Committed to quality outputs	Application Form/Interview
Flexible, adaptable and accepts change, including an innovative approach to the management of change in service provision.	Application Form/Interview
Persuasive, persistent and determined	Interview
Deals well with conflict resolution	Interview
Probity and honesty	Interview
Politically aware	Application Form/Interview
OTHER SPECIAL REQUIREMENTS	
Willingness/ability to work out of hours	Application Form/Interview