

Job Profile Information: Business and Contracts Manager

This supplementary information for Business and Contracts Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 2

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The Business Manager will lead, in collaboration with the Council's Procurement Service, on the management of CATS contracts and service level agreements to maximise efficiencies, value for money and achieve high quality outputs. This will include contract monitoring and auditing to ensure compliance and contract risks are comprehensively captured and mitigated, and lead in the preparations for re-tendering including analysing and recommending procurement options. The post-holder will liaise with the Council's legal service during the drafting process to ensure that the Council's interests are protected.

The post holder will explore new business opportunities externally and lead on marketing the Service, including the preparation and updating of marketing plans and engagement.

The post holder will undertake and provide support for colleagues in the financial functions such as journals, purchase orders, virements, receipting invoices and tracking expenditure and income.

To respond to requests for quotes for new areas of Service delivery or Service extension or contractions. To attend regular meetings with commissioners and to provide management information as required.

Example outcomes or objectives that this role will deliver:

- To deliver, at a strategic level, agreement and contract performance jointly with internal commissioners and other stakeholders as appropriate.
- To succinctly compile service specifications in conjunction with the stakeholders and to lead on the development of partnership agreements including services sub-contracted to internal / external suppliers.

- In liaison with Service Managers to develop and update appropriate cost / income models to ensure accurate and transparent charges to commissioning services.
- To develop continuous and effective methods for contractor audits covering a range of performance and compliance matters, in particular relating to safeguarding and value for money
- Identify, propose and develop new business opportunities for the service to maximise income within the context of local authority charging, in order to maximise defrayment of overhead costs to internal commissioners
- To continuously review / develop and / or consider proposals for service improvement and for greater cost-efficiency in service delivery.
- To manage and monitor relevant budgets, providing financial monitoring reports to a range of stakeholders as required. To ensure effective contract risk management, probity and adherence to contract standing orders.
- To undertake projects and service initiatives relevant to the scope of the role, including all associated research, analysis monitoring and reporting.

People Management Responsibilities:

The post holder will be responsible for supervising the Business Development Officer, and contribute to the training and development of staff on matters related to EU procurement and contract standing orders

Relationships:

The post holder will be required to liaise with various teams and services across the Council and externally including:

- Senior managers and teams across the Council
- Businesses, voluntary/statutory organisations and other external agencies
- Other local authorities, London-wide bodies, and central government departments

Work Environment:

The post-holder will work in a depot environment but within the context of the Council's agile working philosophy.

Technical Knowledge and Experience:

- CIPS certification or a relevant accountancy qualification, or high level experience of a similar role or function.
- A robust working knowledge of current procurement legislation and the application of UK regulations, and EU Directives
- Experience in the development of specifications, and the implementation and maintenance of SLA's and contracts.

- Experience in the use of IT/ Systems including all aspects of MSOffice and relevant contract management software or systems
- Experience of budgeting and financial analysis
- Experience of project management relevant to the monitoring of contracts and the delivery of key outcomes
- Strong verbal and written communication skills including formal report writing
- Experience of undertaking whole life cost analysis to ensure that investments deliver value for money outcomes over the period of the contract
- Experience of gathering, analysing and reporting on data and compiling reports appropriate to the audience
- Experience of working effectively with a range of professionals, demonstrating excellent stakeholder engagement, interpersonal and negotiating skills

Camden Way Five Ways of Working

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

Chart Structure

CATS SERVICE STRUCTURE SEPTEMBER 2018

