**Job Profile Information:** **Contracts Administrator**

**This supplementary information for Contracts Administrator is for guidance and must be used in conjunction with the Job Capsule for Level 2, Zone 2, Camden Way Category 2.**

**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:**

To support the Main Waste Contract manager in the day-to-day issues arising under the North London Waste Authority’s Main Waste Management Contract, ensuring that specifications and targets are met and that any problems are fairly resolved.

To monitor contracted services, liaise with colleagues to assist in verifying that all payments and tonnage records are correct, and are reported internally to boroughs, the national WasteDataFlow system as well as other national bodies accurately and promptly.

To assist the Authority, it’s Boroughs and its contractors to continuously improve services through professional advice, contract management and project work. Work with the Waste Contract manager in delivering efficiencies and accuracy in improving data collection with the contractor.

**Example outcomes or objectives that this role will deliver:**

* To actively consider new and innovative ways of doing things, recognising and promoting the positive benefit of change to improve services and achieve goals in line with industry best practice
* Manage the relationship with the Main Waste contractor in a constructive and positive manner.
* Authorise appropriate borough and contractor vehicles to tip waste at the Authority’s expense by maintaining fleet lists of borough and contractor vehicles by entering and deleting vehicles on the main contractor’s automated weighbridge system, and selecting and entering appropriate EU waste classification codes and other codes.
* Create reports and input to the Authority’s Waste Management Data System.
* Prepare and co-ordinate the signing of annual Waste Transfer Notes for all the Authority’s waste streams to ensure compliance of all parties with statutory ‘Duty of Care’ obligations by accurate recording of service changes from year to year, and on occasions by new Waste Transfer Notes during the year.
* Maintain a register of Waste Carriers’ Licences, Environmental Permits and Exemptions in relation to services commissioned by the Authority
* Monitor and distribute all post with responsibility to ensure responses are sent within timescales, including logging outgoing post
* “Champion” the new invoicing system for the department and train colleagues in its use as required
* Pay invoices on behalf of the department
* Assist Main Waste Contract Manager in preparing monthly reports for review with senior manager team

Monitor all aspects of the contractor’s performance under the Main Waste Contract by:

* + Reconciling contractors’ records with invoices and resolving discrepancies, keeping the Head of Strategy up to date with progress.
	+ Monitoring turnaround times, legislative compliance and all relevant aspects of the contracts and performance management frameworks as required.
	+ Auditing contractors’ compliance with contractual obligations.
	+ Taking other action as necessary to ensure and restore the contractors’ performance to the required standard.
	+ Create monthly reports for commodities sold through the contract
	+ Maintain Site inspection forms and derive data for monthly reports.
* Work within all relevant policies (particularly Health & Safety and Equalities) of the Authority and the employing Borough, and relevant Standing Orders.

**Relationships:**

Liaise with internal staff and contractors as well as Borough Technical Officers and on occasions at higher levels as needed.

**Work Environment:**

The NLWA offices are in Tottenham Hale (and have been since 1998); the successful applicant will be based here but must be prepared to be based at any location within the NLWA area.

**Technical Knowledge, Skills and Experience:**

Essential

* Experience of administering large and complex service contracts.
* Proficient in using Microsoft packages such as Outlook, Word and Excel, Powerpoint
* Experience of demonstrating commitment and integrating Equalities and Valuing Diversity principles in service delivery.
* Ability to work as part of the team and on own initiative.
* Good organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.
* Ability to assess and prioritise personal work by taking into account the work and priorities of the rest of the team to ensure that service targets are met.

Desirable:

* Holder of a relevant degree or equivalent qualification
* First Aid course

The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. NLWA may revise the content of these roles and responsibilities at its discretion

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

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

For further information on the Camden Way please visit:

http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden?