

JOB DESCRIPTION

Job Title	Contract Management Specialist
Department	Electoral Commission
Section or Service	Procurement
Grade	Grade 3
Responsible to:	Director of Finance
Employees directly supervised (if applicable):	N/A

OVERVIEW:

JOB PURPOSE:

The Procurement function is growing to meet the changing and complex needs of the Electoral Commission. In this new and vital role, you'll have every opportunity to apply your expertise across different areas, providing commercial advice and guidance to internal and external stakeholders. Using your extensive experience in commercial roles, you'll take the lead on commercial and contract management activities in order to drive value for money and ensuring compliance with Government regulations and frameworks.

Working as the effective Contract Management Specialist you will bring deep subject expertise and work in close partnership with the Director of Finance, the Executive Team and Heads of Service. You will be responsible and accountable for managing contracts for the purchase of all goods and services within the Commission.

You will operationalise a contract management strategy including 5-10 year plans, specifically aligned to the varying needs of the Commission as well as identifying innovative and strategic contracting management opportunities. You'll oversee delivery of the contractual obligations, contract life cycle, and supplier management activities, thus protecting our commercial risk exposure.

As part this role, you will play a crucial part in reviewing all existing and pipeline contracts within the Commission and develop and develop a contract management strategy that delivers both operational needs and value for money. This will include development of a process in how Heads of Services communicate with Procurement throughout the end-to-end contract lifecycle.

You will provide expertise on commercial delivery within the organisation in the delivery of mid-high value, complex contracts. You will guide senior stakeholders and teams engaged through the contract management lifecycle, managing risk and ensuring all deliverables are met. You will provide expertise of best practice methodologies regulatory requirements, policy imperatives, innovation and technological developments and stakeholders knowledge.

1. DESCRIPTION OF DUTIES:

1. Build Stakeholder Relationships:

- Develop and maintain effective working relationships with stakeholders at all levels, commissioners, senior managers, budget holders, and specialists involved in the entire tender process through to contract award.

2. Commercial Strategy and Operational Excellence:

- Develop, deliver, and embed an overarching contract management strategy for operational delivery, ensuring compliance and optimisation of value for money.

3. Compliance and Risk Management:

- Ensure all contract management activities comply with statutory and legislative requirements, including the Public Contracts Regulation 2015 and upcoming Procurement Bill, as well as the Council Constitution.
- Work with complex stakeholders, manage risks, and lead on all contract management related activities.

4. Project Leadership:

- Lead, manage, supervise, and provide advice on complex contractual elements of projects to a multi-disciplinary team supporting capital delivery, influencing, and negotiating.

5. Commercial Templates and Quality Assurance:

- Supervise the development and maintenance of best practice commercial templates.
- Provide advice in contract management, ensuring quality assurance and value for taxpayer money.

6. Contract Development and Implementation:

- Develop and implement commercial contracts, ensuring value for money and cost savings.
- Design and implement a strategy and process for proper contract management.

7. Stakeholder Management:

- Be responsible for excellent supplier management, attend meetings with senior internal and external stakeholders, including suppliers and contractors.

8. Problem Solving and Escalation:

- Act as a point of escalation for contract-related risks and issues.
- Lead on problem-solving related to existing and future contracts and procurements.

9. Strategic Advice and Knowledge Transfer:

- Provide expert contract management advice, monitor, interpret, and quality assure against the Commission's objectives.
- Transfer expertise and knowledge, develop and deliver training to identify and embed examples of best practice.

10. Administrative Responsibilities:

- Ensure all contracts are properly maintained on the Commission's Contract Register.
- Maintain relevant supporting infrastructure, including the future procurement pipeline, in line with statutory requirements.
- Liaise between with Legal and other key stakeholders within the Commission.

11. Additional Project Contributions:

- Provide advice for other projects deemed necessary to contribute to the development of the strategic procurement function.

DIMENSIONS:
SELECTION CRITERIA/PERSON SPECIFICATION

Key Accountabilities

Accountability	%
<ul style="list-style-type: none"> • Provide expert guidance and support to stakeholders in the pre-contract phase, including contract planning, risk assessment, and feasibility analysis to optimise contract delivery and performance. • Collaborate with contract owners and procurement teams to develop contract strategies aligned with organizational goals and objectives. • Roll out a contract tracking mechanism that enables effective pipeline management and identification of opportunities 	20
<ul style="list-style-type: none"> • Lead the development and negotiation of contracts, ensuring alignment with legal, regulatory, and compliance requirements. • Draft contract terms and conditions, ensuring clarity, specificity, and completeness. 	20
<ul style="list-style-type: none"> • Monitor contract performance against agreed metrics and key performance indicators (KPIs) to ensure contractual obligations are being delivered. • Implement processes and procedures to track and manage contract changes, amendments, and extensions. • Establish a strategic and collaborative working relationship with key contractual stakeholders. • Identify and address performance issues proactively, ensuring timely resolution and adherence to contractual requirements. 	20
<ul style="list-style-type: none"> • Lead negotiations with vendors to resolve disputes, contract modifications, and other contractual matters. • Utilise negotiation skills to achieve desirable outcomes while maintaining positive supplier relationships. • Facilitate dispute resolution processes, escalating issues as necessary to achieve timely resolution. 	15
<ul style="list-style-type: none"> • Develop and implement exit plans for contracts nearing termination or expiration, ensuring smooth transition and minimal disruption to operations. • Conduct lessons learned sessions to capture insights and identify opportunities for process improvement. 	15
<ul style="list-style-type: none"> • Occasionally providing contract management training to internal stakeholders 	10

Key Working Relationships

The post holder must be a skilled communicator and be confident in building relationships in order to collaborate with key stakeholders. Stakeholders will be both internal and external such as budget holders and suppliers that negotiations will take place with. Additionally, the candidate will be responsible for drafting papers to senior colleagues to justify key recommendations.

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
Qualifications	Holds MCIPS or working towards it.	D	A
Experience	Proven experience in contract management, including contract development, negotiation, and performance monitoring.	E	I
Knowledge and skills	Strong knowledge of fundamental contract management principles and the contractual tools to drive value for money	E	I
	Strong analytical and problem-solving skills, with the ability to assess complex contractual issues and develop practical solutions	E	I
	Knowledge of UK contract law, procurement regulations, and contract management best practices	D	I

A-application and CV I-interview T-test