Job Summary Overview	
Job title	Contract Manager
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	7a Senior Officer (Advanced Level)
Grade	G13
Reports to	Strategic Contract Manager
Financial responsibility	NA
Supervisory responsibility	NA
Reference number	

Job Summary

As Contract Manager, you play a leading role in ensuring OCC delivers the vital services that our residents rely upon. This role is responsible for managing a designated portfolio of contracts, ensuring suppliers deliver against their obligations and incremental value is delivered throughout the life of the agreements. You will proactively manage the risks and opportunities in your portfolio and work across service boundaries to maximise value.

Key Responsibilities:

- Demonstrate best practice in the implementation of the organisation's contract management standards.
- Lead the contract management activities on designated contracts, ensuring compliance with all contractual obligations.
- Help build and maintain a clear picture of the subcontract relationships that OCC relies upon, mapping risks and dependencies to build mitigation strategies.
- Work with various departments to ensure that contract management processes are aligned with organisational goals.
- Conduct regular reviews and audits of contracts to identify and mitigate risks, maximise opportunities, and deliver incremental value throughout the contract life.
- Ensure a smooth mobilisation and transition process for all new contracts, smooth exits for all expiring or terminated contracts, and effective business continuity provisions are in place for unexpected circumstances.
- Maintain effective working relationships with the wider Commercial & Procurement Service to ensure contract management requirements are factored in through the commercial lifecycle.
- Monitor contract performance and implement corrective actions as necessary to address any issues.
- Provide advice and support to senior management on contract management matters related to your contract portfolio.
- Develop and maintain strong relationships with key suppliers and stakeholders.
- Ensure that all contract management activities are conducted in accordance with relevant laws and regulations.

Specific requirements	Essential *Mark with ✓*	Desirable *Mark with ✓*
Experience managing a portfolio of complex and / or operationally critical contracts	✔	
Experience managing an NEC4 TSC contract.		✔
Experienced commercial professional across the commercial lifecycle, including contract mobilisation, delivery, and transition		✔
Experience delivering improvements and innovation for active contracts	✔	
Experience of a range of commercial models, including in-sourcing, out-sourcing, joint ventures, etc.		✔
Local Government experience.		✔
Good communicator, able to articulate complex concepts in a coaching and supportive way to support building understanding and capability in others.	✔	
Excellent persuasion and negotiating skills, to influence outcomes to the success of the service priorities. This includes the ability to provide insight and constructive challenge to decision making with senior managers.	✔	
Able to proactively solve problems, look for opportunities, and manage risk.	✔	
Excellent leadership skills to inspire and deliver high levels of performance, both within own team and cross-functional project teams		✔
Commercially aware, with an ability to understand cost drivers, value for money, and identify opportunities for delivering greater value.	✔	
Ability to join the dots across commercial activity, identify the implications of proposals and develop options to maximise value.	✔	
Experience of managing staff performance and development.		✔
MCIPS, IACCM / WCC, NEC qualified or equivalent commercial / contract management qualification or willing to work towards if not already held.		✔

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
    - Agile working policy and summary | Oxfordshire County Council Intranet
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work [Completed by service lead]

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☒	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
☒	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		