

Person Specification

Relationship and Contract Manager: Adult Education Budget



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience and knowledge of the Adult Education Budget
- Knowledge and understanding of the devolution of the Adult Education Budget
- Demonstrable experience of building and maintaining positive, collaborative working relationships with stakeholders and colleagues.
- Experience of end to end contract management and administration
- Detailed knowledge of contractual requirements for the public sector and adult education sector
- Experience and knowledge of commissioning, procurement and tendering processes
- Understanding of the wider skills landscape
- Experience in managing contract underperformance
- Proactive self-starter with a high level of organisational skill
- Ability to manage own workload to planned timescales, amid conflicting demands.
- Excellent written, oral and presentation skills
- Understanding of the national policy context impacting on local government

Part B

In addition to seeking further evidence on the above criteria, the following will also be explored at the interview stage:

- Approach to developing commercial relationships
- Approach to making informed commercial decisions
- Approach to contract management
- Approach to building and maintaining effective relationships with stakeholders
- Ability to present complex information to a range of audiences
- Ability to operate effectively in a politically-led organisation

Additional Requirements

This is a Politically Restricted post