

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Contracts Officer</b>
<b><u>PAY BAND :</u></b>	<b>Band 10</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>B1171</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Service Manager (Contracts and Brokerage)</b>
<b><u>JOB PURPOSE :</u></b>	<b>To contribute towards an effective Contracts Team within the Commissioning and Contracts section. To support contracting and quality monitoring arrangements across all children and adults commissioned services. Provide a range of support including the management and co-ordination of contracting and contract compliance, quality/performance monitoring arrangements, and comprehensive reporting mechanisms</b>
<b><u>POST NO.</u></b>	<b>POS001030</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. Support the Council's commissioning and contracting functions through reviewing and systematising contracting and monitoring processes.
2. Contribute in the development of effective contracting and monitoring functions that support the implementation of the Care Act 2014
3. Support the development of quality monitoring tools and carry out required visits to contractors in order to monitor standards of service, contract and quality compliance.
4. Support market management arrangements by means of monitoring processes and the collation of information from a range of sources to ensure that senior managers are fully informed about the local care and support market.
5. Contribute to the development and improvement of contract terms and conditions/ specifications for the full range of social care services in collaboration with commissioners, procurement and legal staff, providers of services, service users and their carers / families.
6. Contribute to the successful delivery of the Brokerage function, in the provision of accurate advice and guidance, in relation to contracts and pricing.

7. Accurately record on the Councils financial system, the correct rates for contracts and individual agreements,
8. Provide an accurate audit trail of all financial records in relation to contracts and commissioning.
9. Ensure adherence to Departmental financial procedures, contractual procedures, children's and adult social care legislation and General Data Protection Regulations.
10. To assist the Children's Placement Officers to ensure the appropriate systems and resources are in place for the 'external placement' function, and the identification of quality placements.
11. To assist the Children's Placement Officers to ensure detailed records are maintained of placements and cost. To monitor and report as required on both data and spend.
12. Contribute to the development of contracts across the Children and Adults Services group and undertake joint work with other Authorities in the region.
13. Contribute to the monitoring, evaluation and review of the Contracts Team's work to ensure policies, procedures and processes are consistently applied.
14. Develop and maintain a range of spreadsheets/directories to collate and provide information to colleagues, contractors and individuals who use the services.
15. Establish and maintain information systems which support finance and case management systems, contracting and contract monitoring functions.
16. Provide information relevant to the Safeguarding of both Vulnerable Adults and Children and attend safeguarding strategies/reviews as and when required in relation to contracted services.
17. Attend service user group meetings, benchmarking meetings, forums, Cross Authority and Regional meetings, as required.
18. Contribute towards achieving the Contract Team's aims and objectives.
19. Provide contractual advice to staff in respect of care and support for children and adults.
20. Prepare and provide contractual information as required.
21. Participate in the continuous development of contractual processes and contribute towards achieving the team's objectives as defined in the Business Plan.
22. Prepare and contribute to reports for Cabinet and for colleagues, as required.
23. Deputise for the Service Manager at meetings when required.
24. This post involves occasional contact with children and vulnerable adults when monitoring contracts.
25. To safeguard and promote the welfare of children and vulnerable adults for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures

26. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
27. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
28. Carry out your role in line with the Council's Equality agenda.
29. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
30. Any other duties of a similar nature related to this post that may be required from time-to-time.
31. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
32. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
33. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2019

**DARLINGTON BOROUGH COUNCIL****PERSON SPECIFICATION****CONTRACTS OFFICER****CHILDRENS AND ADULTS SERVICES****POST NO. POS001030**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	HNC Public Administration or Qualification of Equal Academic Standing		<b>D</b>
<b>2</b>	Degree or formal management training or qualification		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Working knowledge of Contracting Principles	<b>E</b>	
<b>4</b>	Approx. 2 years' experience of joint working both internally and with external bodies/businesses, and other public sector bodies	<b>E</b>	
<b>5</b>	Experience of and commitment to work to deadlines, within tight schedules and ability to work under pressure	<b>E</b>	
<b>6</b>	Knowledge of social care & relevant legislation that may impact upon contracting	<b>E</b>	
<b>7</b>	Demonstrable understanding of the principle of contracting, tendering and monitoring social care contracts	<b>E</b>	
<b>8</b>	Demonstrable experience of ensuring data input is accurate	<b>E</b>	
<b>9</b>	Understanding of management information issues	<b>E</b>	
<b>10</b>	Demonstrable experience of interpreting legislation, policy or procedures to give recommendations and advice	<b>E</b>	
<b>11</b>	Experience of developing, implementing, monitoring and reviewing policies and procedures	<b>E</b>	
<b>12</b>	Experience of working in a social care contracting setting and knowledge of contracting mechanisms		<b>D</b>
<b>13</b>	Knowledge of Departmental Information Systems, e.g. Liquid Logic, Controcc, Capita		<b>D</b>
<b>14</b>	Knowledge and experience of Local Authority processes		<b>D</b>
<b>15</b>	Knowledge of Local Government policies and procedures		<b>D</b>
	<b>Skills</b>		
<b>16</b>	IT Literate, capable of using MS Word/Excel and office packages	<b>E</b>	
<b>17</b>	Ability to deal confidently with members of the public, colleagues, providers and external organisations	<b>E</b>	
<b>18</b>	Ability to effectively communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	<b>E</b>	
<b>19</b>	Ability to monitor understanding of others, develop approach and take corrective action if required	<b>E</b>	
<b>20</b>	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	<b>E</b>	
<b>21</b>	Ability to interpret and present information, including financial information in a logical and systematic manner	<b>E</b>	
<b>22</b>	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	<b>E</b>	

	<b>Personal Attributes</b>		
<b>23</b>	Commitment to Equal Opportunities	<b>E</b>	
<b>24</b>	Flexible approach to a fast changing working environment/working under pressure	<b>E</b>	
<b>25</b>	Ability to work effectively as a part of a team	<b>E</b>	
<b>26</b>	Flexible approach to working arrangements and ability to work outside of normal working hours, which may include evening/night, early morning or weekend working on an infrequent basis	<b>E</b>	
	<b>Special Requirements</b>		
<b>27</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	
<b>28</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	