


Profile Title:	Contracts & Relationships officer	 BARNSLEY Metropolitan Borough Council				
Reports to:	Manager					
Employee Supervision:	None	Grade:	6	Profile Ref:	91038	
Purpose of the Post						
To provide professional and practical support with the commissioning and performance management of a range of services, ensuring they are delivering outcomes in accordance with specifications and available resources.						
Responsibilities						
<ul style="list-style-type: none"> Supporting the development of new service specifications and contract schedules and management of routine contract compliance Assist with the preparation of contract documentation as required, ensuring compliance with relevant policies and procedures. Provide advice and guidance in relation to commissioned services as required, assisting in ensuring information is communicated to internal and external stakeholders as required. Support the procurement of new services including providing technical support in the use of the council's electronic procurement system. Undertaking reviews of services including: performance management of services, quality assurance delivery of outcomes, ensuring continuous improvement and value for money Gather, analyse and present clear and accurate data to guide the contracting and commissioning of services and the monitoring of performance against standards. Establish and maintain systems to manage documents and information as well as enable routine performance monitoring. Support the service, including assisting with the preparation of reports and presentations. Liaise, negotiate and collaborate with internal and external stakeholders including managers, employees, councillors, community members and partnership agencies as required to ensure the effective delivery of commissioned services. Keep abreast of local and national developments to enhance services accordingly, to satisfy internal and external demands. Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the Council. Undertake any other duties commensurate with the role as requested by management. 						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> Relevant Level 5 qualification or significant equivalent experience of working in a health and/or social care/local authority organisation, or a supported housing setting or a third sector service that supports vulnerable adults 					A/C	E
Relevant Experience					Measure	Rank
<ul style="list-style-type: none"> Significant experience of working in a contracting, procurement or commissioning role within a health or social care organisation/service. 					A/I	D
<ul style="list-style-type: none"> Experience of effective contract management and quality assurance of services using a 					A/I	E

<p>range of methodologies.</p> <ul style="list-style-type: none"> • Experience of undertaking service reviews in order to improve outcomes and ensure value for money. • Experience of providing professional advice and guidance to a range of stakeholders relating to contracts and performance. • Experience of working with performance management frameworks or tools. • Experience of continuous service improvement with enthusiasm for improving service outcomes. • Experience of working with a cross section of stakeholders, service users and carers and external partners. • Experience of managing systems to support the monitoring and reviewing of services and contracts. 	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Significant knowledge of local and national strategies, policies and legislation affecting health and social care services. 	A/1	E
<ul style="list-style-type: none"> • Knowledge of legislation relating to contracting and procurement. 	A/I	E
<ul style="list-style-type: none"> • Knowledge of relevant services within the council and its key partners. 	A/I	E
<ul style="list-style-type: none"> • Working knowledge of Microsoft applications. 	A/I	E
<ul style="list-style-type: none"> • Knowledge of the pressures facing local government and the implications for commissioning and contracting. 	A/I	E
<ul style="list-style-type: none"> • Knowledge of Children's and Adults safeguarding procedures and the application of these with regard to commissioning and contracting 	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Excellent verbal and written communication skills, with the ability to work with officers at all levels and provide advice and guidance on a range of issues. 	A/I	E
<ul style="list-style-type: none"> • Ability to produce quality documentation including reports to support service delivery. 	A/I	E
<ul style="list-style-type: none"> • Ability to interrogate and analyse data or information and produce reports of the findings. 	A/I	E
<ul style="list-style-type: none"> • Good organisation and time management skills with the ability to work under pressure, prioritising workloads and ensuring deadlines are met. 	A/I	E
<ul style="list-style-type: none"> • Ability to work both as an individual and as part of a team. 	A/I	E
<ul style="list-style-type: none"> • Ability to develop and maintain positive, professional and contractual relationships with a range of providers. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with the council's visions, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post. 	A/I	E