

Northumberland County Council
JOB DESCRIPTION

Post Title: Contracts Officer	Director/Service/Sector: Wellbeing and Community Health Group		Office Use
Band: 5	Workplace: County Hall		JE ref: 2882 HRMS ref:
Responsible to: Senior Manager Commissioning	Date: July 2014	Manager Lever:	
Job Purpose: To assist in the process of arranging, monitoring and reviewing the Wellbeing and Community Health Group contracting arrangements, (with a particular emphasis on children's services), for the provision of social care and health services.			
Resources	Staff	None	
	Finance	Responsible for arranging financial care packages and contracting and monitoring and reviewing that support	
	Physical	Mainly office-based with some travel and work from other establishments. Computer use – laptop provided as appropriate	
	Clients	To arrange, monitor and review contracts and individual packages as required. To respond to enquiries and issues from care managers, providers and service users/carers as appropriate.	
Duties and key result areas: Individually or as part of a team			
<ol style="list-style-type: none"> 1. To assist in the development of effective monitoring arrangements of contracts with the independent sector, voluntary organisations, other local authorities and the Wellbeing and Community Health Group. 2. To implement monitoring procedures and co-ordinate contract reviews to ensure compliance with contracts and specifications. 3. To liaise with purchasers, providers, users, review team and finance where necessary in order to monitor the appropriateness of contracting arrangements and service specifications and to resolve financial queries. 4. To negotiate with providers on non-compliance, and financial issues, including contract rates and fees, in accordance with organisational Financial Standing Instructions, Contracts Procedure Rules and where applicable, Constitution and Contract Procedure Rules. 5. To contribute to the continuous evaluation, review, development and improvement of contracts and contracting procedures for health and social care and equipment into care homes. 6. To work with commissioning managers and key external partners to establish safe, high quality and cost effective services 7. To advise officers and managers within the Group on contract compliance issues, including attendance at safeguarding meetings, where appropriate. 8. To provide advice, guidance and practical assistance to internal colleagues and external providers. 9. To prepare reports and decision sheets in respect of contract matters. 10. To contribute towards the drafting of contracts and Service Level Agreements. 11. To undertake appropriate regulatory and audit checks checks on providers, to ensure that the Wellbeing and Community Health Group is able to enter into contracting arrangements. 12. To liaise with providers and care management to promote and develop improvement and implementation of systems and procedures. 13. To represent the contracts section at meetings with providers, care management to develop service provision. 14. To organise knowledge and information resources and provide information to meet needs. To gather, analyse, interpret and present extensive and/or complex data and information. To monitor the processing of data and information 15. To establish and maintain communication with individuals and groups about difficult or complex matters overcoming any problems in communication. 16. To develop own skills and knowledge and undertake appropriate training as required and contribute to the development of others. 17. To assist in maintaining own and others health, safety and security through contracting. 18. To ensure own actions promote quality and alert others to quality issues, within the context of the job role. 19. To ensure own actions support equality, diversity and rights within the context of the job role. 20. To assist in monitoring and protecting groups and individuals whose health and wellbeing may be at risk through contracting. 21. To modify and structure data within the context of the job role. 22. To participate in partnership working with other groups and individuals within the context of the job role. 23. To influence the development of knowledge, ideas and work practice within the context of the job role. 			

24. To undertake tender procedures in accordance with European Tendering arrangements and Financial Standing Orders in partnership with procurement colleagues.
25. To provide training and support to social care managers in respect of contracting issues.
26. To offer advice and support to other staff as required, potentially including day to day oversight of the work of others supporting a specific task.
27. To conduct interviews with and handle enquiries from service users as required.
28. To maintain and circulate as appropriate market information about providers (including market-sensitive information).
29. To assist in maintaining and developing services through contracting.
30. To analyse, interpret and report factual data and information within the context of the job role.
31. To make case recordings and provide reports in accordance with statutory and agency requirements including multi disciplinary and safeguarding functions. To use information technology as appropriate.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	To travel around the County on occasions
Working patterns:	Required to undertake lone working outside of normal office hours on occasions
Working conditions:	To work outside the office base on occasions

Northumberland County Council
PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref: 2882
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Essential	Desirable	Assessed by
Knowledge and Qualifications		
General education to degree level or qualification to degree level or several years relevant experience	Eligibility for professional training course	
Experience		
Experience in a post involving responsibility for contact with the public Experience in a post with decision-making responsibility and responsibility for provision of a service	Experience of working in health or social care with children, adults and families in a paid or voluntary capacity. Experience in the field of contract, contract monitoring or service review. Experience of purchasing or providing services at supervisory level within a social care or health, in the statutory or independent care setting.	
Skills and competencies		
Ability to form positive relationships with service users and colleagues. Ability to communicate effectively both verbally and in writing. Ability to operate effectively as a member of a team/network. Ability to operate systems and procedures effectively including being able to compile and analyse relevant data. Knowledge of safeguarding procedures Organisational skills. Effective negotiating, monitoring and evaluation skills. Computer/word processing skills. Understanding of the need for confidentiality in dealing with sensitive issues	Knowledge of social care Knowledge of Community Care and care management Understanding of contracting principles	
Physical, mental and emotional demands		
Commitment to Equal Opportunities Desire to help people solve problems. Flexibility in carrying out duties.	Interest in undertaking relevant professional qualifying training	
Other		
Ability to meet the transport requirements of the job.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits