**Job Description**

**Contract Officer**

**Role Profile** Specialist Band H

**Service/Team** Access to Resources Team

**Reports to** Access to Resources Team Contracts Manager

**Responsible for** N/A

**Number of posts** 1

**Post number** 9693

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by** ensuring providers of services for children are contracted and monitored in line with BCP regulations, resulting in safe delivery of services for children.

**Job Overview**

To maintain robust contractual arrangements and monitoring mechanisms to ensure all purchasing and contracting activities for Children’s Services are completed in line with BCP Council regulations and National Guidelines in relation to the management of public money, and implemented in accordance with strategic aims and objectives.

**Key Responsibilities**

* To assist with the preparation of tender documents, contracts and service specifications in liaison with professional staff and in negotiation with providers and prospective providers.
* To provide advice, guidance and practical assistance in relation to contractual and monitoring issues including Children’s Services Managers and staff, and contracted providers.
* To carry out contract monitoring to assess the performance of providers in accordance with stated standards; identifying any required service improvements and completing follow up reports as necessary.
* To maintain accurate computerised records in relation to contracts, provider information and services; and to produce regular management information reports.
* Responsible for approving and processing all invoices for Children’s Services providers. This includes resolving payment queries, monitoring payments, liaising with finance, and negotiating fees for new placements and variations to existing placements.
* Responsible for covering the post of Placement Finding Officer who brokers all external children’s placements which includes liaising with practitioners and independent providers to source suitable matching placement options and undertaking fee negotiations. This is an emergency service that always takes priority above other work.

**Specific Qualifications and Experience**

* Experience of using a case management system, Microsoft Excel or other similar systems.
* Ability to collect, collate and summarise information including statistical information to produce management reports and financial forecasts.
* Experience of development, preparation and creation of contracts and service specifications including liaising with providers, legal services, insurance brokers and other key stakeholders.

 **Personal Qualities & Attributes**

* Negotiation skills; ability to negotiate best value for the Council.
* Previous experience of handling potentially difficult situations with tact and confidence.
* High level of resilience

 **Job Requirements**

* DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.