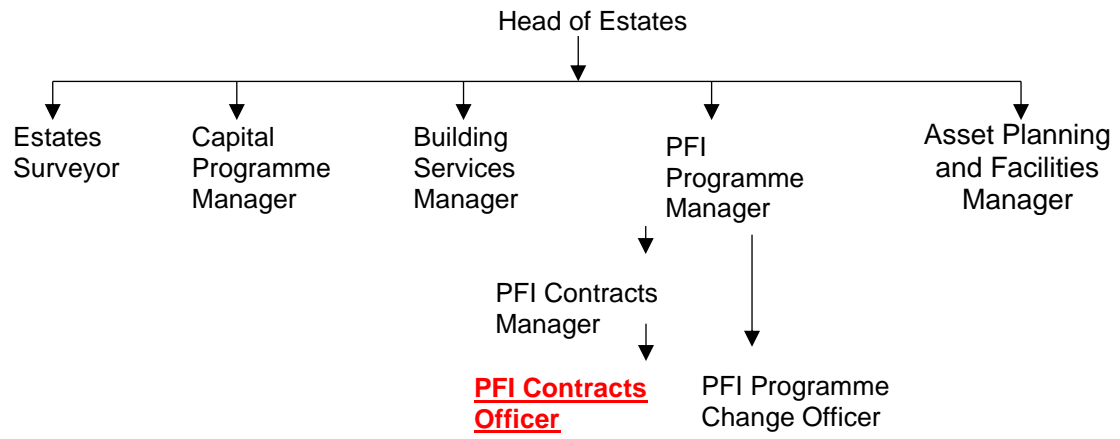
 <div style="display: inline-block; vertical-align: middle;"> <h1 style="margin: 0;">DORSET POLICE</h1> </div> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <h2 style="margin: 0;">Job Description</h2> </div>	
Date:	August 2023
Job Title:	PFI Contracts Officer
Post Number:	DP5940
Division/Department/Section:	Estates & Building Services
Line Manager:	PFI Contracts Manager
1. PURPOSE	
<p>To be responsible for co-ordinating project deliverables to an agreed timeframe and provide operational management of projects and tasks using established project management techniques and a degree of technical and commercial understanding.</p> <p>To manage the PFI premises in accordance with contractual requirements and to promote a positive working relationship between PFI contractors and the Police. To identify and manage the premises in response to changes in Legislation, Strategic Planning or Emergency Service priorities.</p>	
2. POSITION IN THE ORGANISATION	
 <pre> graph TD H[Head of Estates] --> E[Estates Surveyor] H --> C[Capital Programme Manager] H --> B[Building Services Manager] H --> P[PFI Programme Manager] H --> A[Asset Planning and Facilities Manager] P --> PCM[PFI Contracts Manager] P --> PCO[PFI Programme Change Officer] PCM --> PCO PCO --> PFI[<u>PFI Contracts Officer</u>] </pre>	
2.b Roles that work directly for this post.	
None	

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
To deputise for the PFI Contracts Manager in the contractual management of the PFI Programmes across the Force.	To enable the PFI Contracts Manager to manage key elements of the PFI Exit Strategy Programme activity to ensure a smooth transition at handover day.
To provide a key role in the management of the PFI Contracts and contribute to the overall contract management function.	To ensure consistency of service delivery in the absence of the PFI Contracts Manager.
To liaise with the PFI Programme Manager/ PFI Contracts Manager or other staff as directed, in respect of changes or variations to occupancy or operational activity affecting the PFI facilities and manage the implementation of Authority Change Notices.	To ensure that PFI facilities are used to their optimum potential and are responsive to changes driven by the respective authorities' objectives, legislative or mandatory requirements or user needs and/or aspirations.
To monitor and review PFI facilities and services and recording/documenting any defects or deficiencies that become apparent that require remedial action or intervention.	To ensure that defects or deficiencies are addressed and remedied expediently with the correct contractual and financial penalties levied where appropriate or necessary.
To use judgement daily to deal with any unforeseen problems with limited guidance, within established contractual procedures.	To ensure that the contract management function is delivered consistently.
To challenge and action as necessary non-compliance with the Contract's Key Performance Indicators, inadequate service delivery or unsatisfactory standards, including instances of contractual unavailability.	To minimise the potential adverse effects of the unavailability of facilities or services upon operational activities whilst ensuring the PFI contract achieves 'Value for Money' through effective contract management and performance.
To undertake regular inspections of all PFI facilities and complete evaluation reports and assessments in accordance with the Output Specification and other contract documentation.	To ensure that PFI facilities are delivered to a consistently high standard and in accordance with specified contractual terms.
Record and forward business cases and other requests in relation to all sites for the attention of the PFI Contracts Manager and the PFI providers as necessary.	To ensure that the correct procedures are followed and to provide a source for researching the progress of bids and variations.
To prepare Variation requests to the PFI specification to implement any changes required by the Police and/or scheme users.	To ensure those contractual requirements are fulfilled and changes or variations to the PFI facilities correctly implemented.
To obtain estimates and quotations from the SPV and the Facilities Management for 'one-off' tasks and activities requested by PFI users.	To consider how best to achieve a minor change or improvement giving full consideration to the requirements of Best Value.

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
To record and advise the Facilities Management of proposed changes to room occupancy or usage where deviation has occurred from the original contracts and schedules.	To ensure that building inventories and records are accurate to enable assets to be managed efficiently and safely regarding essential maintenance, etc.
To maintain accurate records of PFI virements for accounting purposes.	To provide an accurate record of financial transactions in accordance with the Police's Financial Procedures.
To check the content of monthly PFI invoices to establish whether the content corresponds with agreed pass-through costs and charges, seeking correction where discrepancies are identified.	To ensure that PFI costs and charges are levied accurately and in accordance with the contract terms and conditions.
To administer and monitor the process for recharging third parties and outside agencies for PFI facilities and services.	To ensure that charges are levied accurately, and monies owed to the Police promptly collected.
To monitor income generation from the PFI facilities in accordance with the terms of the contract.	To ensure that the Police benefit from their contractual share of income generation when the necessary trigger level is reached.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.
4. CONTACTS	
Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Alliance / Force Departmental Leads and internal staff of all ranks and grades
2.	Representatives from partner agencies and other forces
3.	External Consultants, Contractors, suppliers and various service providers
4.	South West Regional Procurement
5.	Special Purpose Vehicle Stakeholders

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.

- 1) The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.

6. HEALTH & SAFETY TRAINING

Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? **[Manager should read appropriate Risk Assessments and identify training required, e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]**

Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.

You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities.

7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?

Not applicable

8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

Recruitment level

9. TERMS OF APPOINTMENT

The salary will be within **Grade F**. For full salary range refer to Dorset Police Staff pay scales.

The current core business hours will be as determined by your senior management and will be in accordance with the Force Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.

This post will be undertaken as a Hybrid Worker, being based at home or any station included in the PFI programme or Winfrith headquarters.

10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
<u>Essential</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	Competencies Required
Criteria A	Qualification linked to contracts, construction management or equivalent. Foundation qualification in Project Management methodology e.g., PRINCE2 or significant experience of working in a project management environment.
Criteria B	Experience of supporting Programme leads, preferably involved in PFI Projects, in the preparation and administration of delivery and board meetings demonstrating prior experience of sound project management practices.
Criteria C	Must be able to demonstrate tact, diplomacy and the ability to communicate appropriately with a range of stakeholders, both verbally and with written reports, to achieve desired outcomes.
Criteria D	Must be able to demonstrate the ability to take personal responsibility for identifying and addressing challenges.
Criteria E	Evidence of confidently using a range of Microsoft packages, essentially: <ul style="list-style-type: none"> • Word • Excel • PowerPoint • Outlook
Criteria F	A systematic, disciplined and analytical approach to problem solving.
<u>Desirable Criteria (if applicable)</u>	
<u>Desirable</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	Competencies Required
Criteria G	Aware of CAD (computer-aided design) with a willingness to train to acquire the ability to create and manipulate designs.
Criteria H	Confident ability to use the following Microsoft programmes: <ul style="list-style-type: none"> • Visio • Project • OneNote