

## **JOB TITLE – CONTRACT MANAGER REQ250024**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **School/Department summary**

### **Job Description**

**Job Grade:** Management and Specialist Grade 5

### **Job Purpose**

**To be responsible for the management of contracts for soft and hard services delivered on behalf of Estates and Facilities Management ensuring an effective and efficient value for money service.**

### **Job Duties**

#### Planning

- Liaise with the Maintenance Manager, Service Managers, Contract Supervisors and other stakeholders and prepare tender stage programmes for planned maintenance contracts.
- To raise contracts and purchase orders timely for services delivered by contractors.
- To assist the Lead Contract Manager and Finance Business Partner with the preparation of planned maintenance budgets.
- Monitor contract periods and plan ahead for contract renewals and associated tender processes.

#### Implementing

- To work closely with the Lead Contract Manager, Maintenance Manager, Service Managers, Contract Supervisors, and other stakeholders in connection with contracts generally, contract scope of works, contract spend and contractor performance.
- Preparation and/or review of specifications, contracts and tender documents.
- Carry out tender evaluations for contracts which are below the threshold for Procurement involvement.
- Liaise and work with Procurement to carry out tender evaluations on contracts which are above the threshold for Procurement involvement.
- Seek approval to appoint contractors via the University contract award approval process.
- Appoint contractors using either University standard terms and conditions or JCT contracts.
- Administer JCT contracts including contract execution, payment application process, dispute resolution and serving notices.
- Work with the Lead Contract Manager and Procurement to deal with contractor performance issues and to resolve disputes.

- Responsible for managing contract provision, ensuring they deliver to Service Level standards and achieve value for money and comply with contract specifications, statutory regulations and approved codes of practice.
- To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your other duties and responsibilities safely.
- To incorporate Health & Safety policies and procedures into contracts as appropriate.

#### Reviewing and Maintaining Standards

- To ensure that all work carried out in relation to contracted agreements is to the required standard, carried out in a timely manner, delivered safely and within agreed financial limits. This includes contractor performance management meetings at an agreed frequency.
- To ensure all work carried out by contractors conforms to current Health and Safety Codes of Practice.
- To record and monitor KPI results and quality assurance checks carried out by the contract supervisors.
- Attend internal contractor Quality Assurance meetings.

#### General Role Requirements

- To deputise for the Lead Contracts Manager, as necessary.
- Other related tasks as may be delegated from time to time.

#### Communication

- To work as an active member of the E&FM team.

#### Training

- To continually update own personal development to extend all management and technical skills in line with the E&FM Personal Development plan.
- Develop knowledge on JCT contract administration.
- Continually improving on attributes and competences related to the above.

#### Authority

- To authorise expenditure up to £1,000 in value with or without reference to the Lead Contracts Manager.
- Such other authority specifically delegated.

#### Functional Contacts

- All staff within the E&FM department.
- Procurement.
- Health & Safety.
- Imago Ltd staff.
- Other University Departments as appropriate.

#### Standards of Performance

To ensure that:

- Planned preventative and recurrent programmes are scheduled and implemented on time and within budget.
- All FM Service provision conforms to specification, service level agreements and legislation.
- Operational plans are agreed with the E&FM team and are achieved.
- Satisfactory customer feedback is received.

### Personal Attributes

- Team worker, good interpersonal skills.
- Adaptable - able to cope with a complex and changing environment.
- Listener
- Good Presentation skills
- Good Communication Skills, written and verbal.
- IT skills
- Problem solving
- High standards of customer service

### Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### Organisational Responsibility

Reports to the Lead Contracts Manager.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	knowledge and experience of commercial contracts.	1,3
	Knowledge of Health & Safety and Environmental legislation.	1,3
	Some experience in procurement practices and legislative knowledge which can be applied to tender and contract processes.	1,3
	Some experience of managing suppliers.	1,3
	Knowledge of market trends and costs.	3
Skills and abilities	Excellent communication skills sufficient to be able to deal with a wide range of people.	3
	Must have good interpersonal skills to be able to influence and negotiate to achieve results and successful business relationships.	3
	Able to effectively plan and organise own workload.	1,3
	Competent in IT skills and Internet usage.	1,2,3
	Ability to work independently or as part of a team, collaborating with others.	1,3
	Ability to identify and solve problems and have a "can do" attitude.	3
Training	Be prepared to develop personally to extend own management and technical skills	1,3
	Customer awareness training.	1,3
Qualifications	You should hold an Ordinary National Certificate or City & Guilds Level 3 qualification or equivalent.	1

## Desirable Criteria

Area	Criteria	Stage
Experience	Commercial experience gained whilst working in a Facilities Management or similar environment.	1,3
	Knowledge and experience of Electrical or Mechanical Engineering Services or Building Fabric Services.	1,3
Qualifications	Proficient at Microsoft Excel and Word.	1,2,3
	Level 3 NEBOSH or equivalent Health and Safety qualification or a willingness to undertake this qualification.	1
	Higher National Certificate or equivalent.	1

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Grade 5, £28,879.00 - £33,882.00 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of applications is **16<sup>th</sup> February 2025**