

Job Description

Job title	Category Management Contract Management Coordinator
Directorate	BUSINESS : Business Support
Division	Category Management
Range	MPR 5
Reports to	Michael Kelly – Head of Category Management

Main purpose of the job:

The Contract Manager Coordinator will be responsible for establishing the contract management policy within the organisation.

Once established they will be responsible for working with procurement and commissioning services to define the strategic outcome of all high risk and/or complex requirements. They will also be responsible for supporting the management and overseeing the delivery of those contracts.

The role will ensure compliance with procurement regulations, achieving value for money, and maintaining strong supplier relationships. The role supports strategic objectives by managing risk, performance, and governance throughout the contract lifecycle.

Furthermore, the postholder will act as an integral conduit as we transition through Local Government Reorganisation, with a specific emphasis on aligning arrangements across future partners.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- **Establish the contract management framework**
 - Lead on the design and roll out of the contract management framework.
 - Deliver associated training to support the framework.
- **Contract Management:**
 - Support and ensure compliance with the contract management framework, with specific focus to the management of complex and/or high-risk contracts.

- Support organisation compliance with the framework's monitoring and recording requirements.
- **Compliance & Governance:**
 - Maintain and make available accurate records and audit trails.
 - Receive regular contract management information / ensure that meaningful management is taking place.
 - Programme delivery of governance reporting.
- **Financial Management:**
 - Identify cost-saving opportunities and efficiencies.
 - Challenge / highlight situations where spend indicates a contract should be in place
- **Stakeholder Engagement:**
 - Act as the primary point of contact for internal stakeholders.
 - Provide advice and guidance on contract issues.
- **Risk Management:**
 - Identify and mitigate risks associated with contract delivery.
 - Escalate issues promptly and implement corrective actions.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Head of Category Management.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

Minimum of 5 GCSE's Grade A-C or equivalent (including English and Maths)

Level B (in addition to level A criteria)

- Evidencing their attainment of the government commercial function's contract management training at the level of 'expert',
- Having achieved a diploma in contract management (candidate to evidence and must pertain specifically to contract management) or,
- Working towards membership of the Chartered Institute of Procurement and Supply (CIPS) minimum level 4

Level C (in addition to levels A and B)

Completed Level 4 (CIPS) and a registered fully qualified member of the Chartered Institute of Procurement and Supply.

Knowledge

Level A

- A working understanding of the Public Contracts Regulations 2015 (as amended) as well as the Procurement Regulations 2024. Minimum of two years practical knowledge of the procurement regulations in a public sector environment.
- Good understanding of project management methodology.

Level B (in addition to level A criteria)

- A developed understanding of the Procurement Regulations 2024.
- An understanding and proper application of Medway Council's governance and delegation processes.

Level C (in addition to levels A and B)

- Strategic understanding of the Procurement Regulations 2024 including how to effectively work with colleagues and design an appropriate procedure with strong outcomes.



medway.gov.uk

   Medway Council

Medway
COUNCIL
Serving You

Experience

Level A

- Three-years' experience in a procurement, commissioning, or contract management function.
- Successful delivery of professional procurement/commissioning/contract management support in a previous role across a range of council functions.
- Experience of working with governance processes in a public sector context.
- Experience of preparing and presenting both presentations and reports to a wide array of stakeholders.
- Demonstrable experience of supporting the identification and realisation of additional benefits that can be achieved through third party spend
- Experience of working successfully under pressure, for example, from deadlines, interruptions, or conflicting demands.

Level B (in addition to level A criteria)

- Proven experience of managing public sector compliant using e-tendering solutions.
- Proven track record of delivering year on year savings and/or efficiencies.
- Experience of identifying, devising and delivering training to client functions.
- Experience of attending and advising committees.
- Experience of applying working frameworks in live procurement exercises
- Demonstratable experience of managing conflict effectively to create optimal bespoke solutions.
- Practical experience of leading on the development and adoption of Medway Council's contract management documentation.

Level C (in addition to levels A and B)

- Experience of negotiating and managing contracts to achieve efficiencies.
 - "Demonstrates experience of advocating for and supporting category management ways of working, helping teams apply it and embedding category management in practice.
 - Through their experience across the role the postholder has developed credibility as the lead operational contact for issues regarding their areas of responsibility with internal and external stakeholders.
-



medway.gov.uk

   Medway Council

Medway
COUNCIL
Serving You

Skills

Level A

- Proficient in the use of Microsoft Word, Excel and Outlook.
- Ability to accurately conduct manual calculations,
- Good written skills to write high-quality reports.
- Developed communication skills with the ability to present complex information in a clear and accessible way across multiple work areas.
- Organisation and planning skills with the ability to structure work to handle competing demands.
- Ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.
- Demonstrates the ability to effectively plan, manage and monitor projects to achieve outcomes.
- Advisory and influencing skills, capable of undertaking negotiations within an agreed framework.
- Ability to deal with high levels of work-related pressure, for example, from deadlines, interruptions, or conflicting demands.

Level B (in addition to level A criteria)

- Demonstrates the ability to interpret the rules of the Council's constitution and apply them practically and appropriately, specifically the Contract Procedure Rules.
- Shows ability to analyse and interpret varied and complex information to develop strategies and solutions for long term plans including those in relation to Social Value.
- Ability to use enhanced communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.

Level C (in addition to levels A and B)

- Exercises the ability to lead on and initiate negotiations with suppliers in compliance with Procurement (2024) Regulations.
- Skilled in supplier engagement and relationship management with the ability to manage commercial discussions professionally and confidently.
- Evidenced ability to strategically work within a team of professionals to collectively achieve greater outcomes through communication and collaboration.



medway.gov.uk

   Medway Council

Medway
COUNCIL
Serving You