

JOB DESCRIPTION

JOB TITLE:	Contract Management Assistant
BAND:	Band 5
BASE:	Lancaster or Preston (Agile Working)
RESPONSIBLE TO:	Lead Contracting Manager
ACCOUNTABLE TO:	Head of Procurement and Contracting

JOB SUMMARY:

The post holder is required to support the Lancashire and South Cumbria ICB Internal Contracting Team delivering a comprehensive and robust contract management function.

The post holder will have responsibility for a portfolio of medium sized contracts and will be required to work alongside and liaise with key colleagues and stakeholders.

A flexible attitude and willingness to undertake regularly changing work programmes will be essential. Travel to ICB offices will be required.

DUTIES AND RESPONSIBILITIES

Act as co-ordinator for the contracts; ensuring that guidance is kept up to date, held together centrally, all documentation is amended to reflect any changes and contract leads are briefed of critical issues.

Maintain a log of key contractual actions and manage the process to ensure prompt provider responses to a range of contractual actions/issues.

Support the development of contract monitoring reports for discussions at contract review meetings, including financial control of all service lines by monitoring performance against plan, both in activity and financial terms.

Utilise information to monitor demand patterns and liaise with the team to effectively manage demand against capacity and highlight variances.

Understand the requirements of contracts applying processes and standards consistently and support a proactive approach in resolving problems.

Contribute to the on-going development of supplier relationships to drive performance and quality improvement.

Able to define and collate and analyse key supplier performance management data and identify areas for improvement or service change, utilising key health benchmarks.

Work effectively with ICB and CSU colleagues and providers to establish a positive working relationship.

Support the definition and agreement of service requirements and technical standards.

Ensure that timely communication occurs regarding contract management of services, monitoring the success of delivery and highlighting opportunities for improvement.

Support contractual actions, including remedial and corrective action in the event of poor provider performance, making recommendations to the team and escalating issues as required.

Attend meetings, taking accurate minutes/action notes and ensuring that these are promptly circulated and acted upon.

Good communication skills/interpersonal skills to deliver information/actions as they may need to deal with opposing views.

Responsible for the development, review and updating of administrative procedures and protocols to maintain economy and efficiency of projects and due process.

Taking responsibility for prioritising, organising and planning own workload, arranging appointments, organising meetings etc.

Daily use of MS Office packages, MS Excel, Word, and PowerPoint to complete tasks as directed by the ICB managers.

Other

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements of the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.