

POST TITLE	CONTRACTS OFFICER
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	STRATEGIC PLANNING
RESPONSIBLE TO	CONTRACTS TEAM LEADER
NUMBER OF POST HOLDERS	7
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To implement, develop and review the arrangements for contracting with and quality assuring a specified range of Health and Social Care Partnership (the Partnership) contracts.

To ensure the effective application of departmental policies and procedures in relation to identifying the extent to which providers are meeting their contractual and compliance obligations and maintaining an overview of and reporting on the operation of services for which the post holder has been assigned a particular responsibility.

Contribute to the achievement of the overall aims and objectives of the department through effective leadership, consultation and communication.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Develop contract specifications for services in response to commissioning plans to meet need as set out in the Partnership's overall strategic plans, working closely with City of Edinburgh Council (the Council) procurement and legal colleagues to ensure that specifications meet the Council's legal and statutory obligations.
- Work closely with Partnership professional colleagues in operational services to ensure that clinical and care elements of specifications are appropriate and support the proposed model of care.
- Ensure that contract specifications reflect national and Partnership priorities such as Self-Directed Support, Adult Support and Protection, shifting the balance of care from hospital to community.
- Working closely with the Council's procurement team, manage the process of tendering and awarding contracts for services and making recommendations to the Team Leader on contract awards.
- Negotiate with external providers, working closely with professional colleagues on the set up and development of new contracts and termination of existing contracts, including areas such as phasing in and out periods and transfer of service users between providers.
- Have regular contact and review meetings with providers to develop and maintain a working knowledge of providers with whom the Partnership contracts.
- Update and maintain registers of existing contracts and providers.
- Maintain risk registers for contracts and providers which include areas of risk by service type and provider and include mitigation actions.
- Maintain an overview of contracted provider performance having regard to issues or concerns raised as a result of the application of relevant Quality Assurance procedures, by departmental colleagues, other assessing agencies, services users and carers and/or the Care Inspectorate.
- Undertake monitoring visits and reviews of service with contracted providers having regard to contract compliance and the value of the service to the Council.
- Make recommendations on the status of providers, including suspending them from receiving new referrals, applying other specific sanctions or terminating their contract with the Council.

- Where necessary, in the event of provider failure or significant concerns about the quality or safety of the service provided, lead work to implement the termination or reduction of a contract including transfer of service users to alternative providers, working closely with professional colleagues to ensure this process is managed safely and appropriately.
- Provide appropriate professional support and knowledge to providers with a view to supporting them to build their organisational capacity and resilience.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Qualified to degree level in a health, social care, numerical or business subject or equivalent experience.
- Membership of an appropriate body e.g. CIPFA or CIPS or equivalent experience. and/or an appropriate Management Qualification and/or substantial experience of working in an operational setting involved in the support of vulnerable adults in addition to a demonstrated competence in the development of contractual arrangements.
- The postholder will require extensive knowledge and skills in contracting for social care and health services.
- The postholder will make decisions in relation to specific contracting proposals, in consultation with relevant stakeholders and management where appropriate.
- The consequences of decisions taken will vary dependent on the impact on the Partnership outcomes, and in some cases are likely to be significant and may have impact on the viability of a provider and on the quality/volume of available care provision.
- The postholder will manage highly confidential and politically sensitive matters with appropriate awareness and discretion.
- The postholder will have significant experience of working in contracting in a complex environment and a thorough understanding of the key principles of governance and delivery.
- The postholder will have confidence and experience with managing complex information and will be able to interpret and analyse complex data to make knowledge-based decisions.
- The postholder will be commercially-minded and highly numerate.
- The postholder will represent the Partnership, working closely with a range of stakeholders, both internal and external, to co-produce and deliver change through contracting.
- Expected to take responsibility for the development and implementation of their work programme. Required to act on their own initiative when the needs of service users require urgent attention. Receives regular supervision from the Team Leader.
- Will have contact with colleagues at all levels in the Partnership up to the Chief Officer and colleagues at middle and senior management levels in other Council Departments and related agencies and senior colleagues from external providers.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The postholder will be expected to balance competing priorities in an environment of frequent change and to continue to deliver on the requirements of the role.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE

- No direct line management responsibility but will be responsible for the provision of support to colleagues working with provider organisations and may at times have to provide direction to provider organisations in order to ensure effective performance of the contract.

RESOURCES

- The post does not have direct responsibility for a budget, but is responsible for negotiation, monitoring and reviewing of contracts on behalf of the Partnership. Contract values can be up to c £10m.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).