

Recruitment person specification

Post being recruited for: Contract Governance Officer

.....

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	• Experience of administering and managing contracts, preferably using NEC4 contracts. • Experience of monitoring contractor performance against contractual obligations, KPIs and SLA's • Experience of maintaining accurate contract records, including correspondence, payment records, early warnings, compensation events and contract documents. • Experience of developing and maintaining effective working relationships with contractors, suppliers and internal stakeholders/ • Experience of preparing reports, analysing performance data and presenting findings to managers and stakeholders. • Experience of identifying contractual risks and supporting the resolution of issues to minimise operational and financial impact. • Experience of managing competing priorities and meeting deadlines in a fast-paced environment.	• Experience working within a local authority or public sector environment. • Experience within facilities management, estates management or technical services. • Experience of supporting the NEC Term Service Contracts (TSC).

Knowledge, skills and understanding	• Good knowledge of contract management and effective contract administration skills. • Knowledge of risk management and change control. • Knowledge of contract monitoring techniques, performance management and KPIs. • Understanding of early warnings, compensations events and change control. • Strong analytical skills with the ability to interpret complex information and performance data. • Excellent verbal and written communication skills, with the ability to produce clear reports and communicate effectively with a range of stakeholders. • Strong influencing skills. • Excellent organisational skills with the ability to prioritise workloads, manage multiple contract and meeting competing deadlines. • Good working knowledge of Microsoft Office applications, particularly Excel and Word.	• Knowledge of local government governance structures and decision-making processes. • Understanding of facilities management, estate maintenance, and technical operations services. • Knowledge of CAFM systems and digital asset management tools. • Understanding of financial management principles and budget monitoring within contract delivery. • Knowledge of continuous improvement.
Qualifications and training	• Educated to HNC/HND or equivalent in a relevant discipline – Facilities Management. • Competent in use of Microsoft office applications, including word, Excel and outlook.	• Experience using CAFM or asset management systems. • Experience contributing to strategic service development or transformation programmes.
Job specific requirements		

