



National Offender Management Service

HQ Job Description (JD)

Band 5

Directorate: Public Sector Prisons

Job Description: Contract Administration Manager

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HQ Job Description

Job Title	Contract Administration Manager
Directorate	Public Sector Prisons
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Overview of the job	The contract administration manager ensures that the custodial works and Facilities Management contract (the TFM contract) is being administered in the region as required under the provisions of the contract, including a strong focus on ensuring governance is taking place with correct documentation, measures, management information and reporting arrangements
Summary	<p>Accountable to the Regional Estate Manager for supporting the setting up and ongoing management of contract administration and administration support (through line managed business administrators) for the region and for Service Delivery managers (SDMs) responsible for services delivered to establishments within the region; and for performance management.</p> <p>The CAM also supports consistency of contract administration across the wider TFM contract lot comprising several regions; and with the other CAMs supports Lot coordination arrangements and the overall Core Reference Group led by the Service Manager (or on occasion by a REM acting as delegate).</p> <p>The CAM provides support for a Regional Estates Manager (who is also line manager) and to the Service Delivery Managers reporting to this REM so as to ensure the efficient and effective management of TFM contract administration in the region.</p> <p>The CAM will coordinate contract - related work on contract performance, audits and compliance, finance, official correspondence, risk management and plans.</p> <p>There are line management responsibilities with this role.</p> <p>The Jobholder does not need to be operational.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> Supporting the setting up and ongoing continuity of efficient and effective contract administration and administration support (through line managed business administrators) for the region and for Service Delivery managers SDMs responsible for services delivered to establishments within the region. Managing contract administration to enable efficient processes to be operated consistently across the region including ensuring that all necessary governance and requisite delegations are in place. Day to day working closely with REM and SDMs so as to ensure that in operating processes all necessary governance (e.g. assurance and checks) are consistently carried out and that deadlines are met in replies to supplier communications, certification, payments etc. ensure MI data is being provided and maintained and KPI data is up to date and readily available; Monitor Early Warning Notices to ensure they are being addressed and ensure mitigation plans and risk register including early warning matters are in place and maintained. Support REMs in comparing MI within region and against other regions from

	<ul style="list-style-type: none"> • contribute, on a shared basis with other CAMs, to organising and managing administration of agenda and papers and MI reports for Lot and Regional Level contract management meetings and Coordination Arrangements; and for Core Group meetings including data from the HSE within the LOT • Monitor devolved budgets in accordance with the financial procedures outlined in the budget delegation to the Regional Estates Manager and Service Delivery Managers and reporting of budgets and spend. • Liaison with the Regional Finance team on all financial issues, supply data and attend meetings when required • Management of contract administration and administration support (through line managed business administrators) for the region and for SDMs including management of contract administration performance and individual- based coaching, development and performance management. • Responsible for supporting REM contribution on a quarterly basis to update report coordinated by SM for MoJ contract management oversight purposes, reflecting any material changes to the contract or performance, any remedial action / recovery plans that have been put in place and changes to the contract plan. • Collate and assist with the preparation of Major Maintenance, Capital and any other bids to funding streams • Act as the central point of contract for Minor works projects between Regional Estates Office and Procurement Category Management Team; • Collate minor works contract information, prepare and submit relevant paperwork, arrange contract variation documents and maintain all records • Hold the role of system administrator for planet FME and CAIP as required. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
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Competencies	<p>For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> • Making Effective Decisions • Leading and Communicating • Collaborating and Partnering • Building Capability for All • Managing a Quality Service • Showing Drive & Resilience
Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post • All external candidates are subject to 6 months probation. Internal candidates are subject to probation if they have not already served a probationary period within NOMS • All staff are required to declare whether they are a member of a group or organisation which the Prison Service consider to be racist
Essential Qualifications, accreditation Registration Skills &	<ul style="list-style-type: none"> • The job holder must have or be able to rapidly acquire excellent understanding of the TFM contract, NEC3 provisions and the associated processes. • Commercial and financial awareness are key requirements. • Essential to have strong drive and resilience, leadership and interpersonal skills and ability to work accurately under pressure • Must have good analytical and IT skills. • Essential to have experience of managing risks & issues in contract management /contract administration, project or other settings. • Essential to have effective team management skills.

Hours of Work (Unsocial Hours) Allowances	<i>Leave Blank</i>
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