

## Service Contracts Officer (Property Services)

Reference No.	A5139	Type	Individual
Service	Property Services		
Job Family		Grade	FC8

### Purpose

To undertake strategic and complex procurement activities from strategy creation through to contract award as well as any associated contract and supplier management always ensuring the Council obtains best value in respect of maintenance related service contracts.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Being responsible for delivering medium/high value, risk and complex contracts, in line with Property Services requirements.	<p>Educated to SCQF level 9, which includes a degree or equivalent.</p> <p>In-depth knowledge and experience of public sector procurement legislation and its application in a public sector environment.</p> <p>Membership of the Chartered Institute of Procurement &amp; Supply or a similar procurement related qualification or an equivalent level of professional training and experience.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

## Role Profile

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	Research and analysis skills (including IT skills – in particular, use of Excel and/or other systems/packages for interrogation of data).		
Undertaking any procurement (tendering) exercises from contract strategy through to contract award.	Significant and relevant procurement experience including tendering for a variety of commodities (both high and low value) as well as any associated contract management.  Ability to prepare complex reports and tender documentation.  Self-motivated with the ability to plan and manage own workload to meet sometimes conflicting priorities and tight timescales (Take Ownership – See 'How We Work Matters Framework').  Ability to identify and minimise risk in the procurement process.	✓   ✓  ✓  ✓	
Developing contract strategies and subsequent contracts for Service Contracts to ensure best value for the Council, supporting the organisation's Procurement Strategy and wider aims as appropriate, e.g. Community Benefits.	Procurement experience within a large organisation  Experience of working in a Local Government/Public Sector environment	✓	✓
Liaising with Corporate Procurement to identify new contract opportunities and/or areas for improvement/innovation with existing contracts.	Ability to communicate effectively across all levels including the ability to articulate the benefits/challenges of a strategic decision whilst communicating succinctly in non-technical language in order to reach a mutually agreeable solution (Focus on Customers)	✓	
Undertaking significant research and analysis required to pursue opportunities, presenting options and recommendations as appropriate	Ability to contribute to and, where appropriate, initiate the development of imaginative solutions to procurement issues (Deliver Results)	✓	

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	Ability to create and deliver compelling presentations or deliver training as appropriate  Analytical skills  IT skills (Embrace Technology & Information)	✓   ✓  ✓	
Undertaking medium/high level contract and supplier management activities and using such activity to seek continuous improvement and/or relevant efficiencies.	Proven influencing skills  Strong interpersonal and communication skills (both oral and written)  Ability to build good relationships with colleagues, partners and others both within and external to the Council (Work Together)	✓  ✓  ✓	
Monitoring existing and new contracts/suppliers that are identified as medium/high risk and value, to ensure any Key Performance Indicators established as part of the contract are met and undertake corrective action if necessary.			
Providing best practice procurement advice and support to Property Services Management Team as required.	Knowledge of EU and national public procurement practices and procedures  Bring appropriate technical expertise to the procurement function in an appropriate area.	✓  ✓	
Undertake the role of Contract Administrator for Property Services, Service contracts, managing and enforcing contract terms as required. Being the first port of call and acting as an escalation point for any issues arising (internal and external).  Manage regular contractor review meetings in accordance with contract terms and addressing any performance issues as required.	Experience of leading on a range of concurrent, complex issues.  Ability to manage conflicting priorities.  Negotiation skills.	✓  ✓  ✓  ✓	

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Assisting the Team Manager (Compliance) to create and monitor a workplan to ensure that contract renewals are planned and programmed to allow sufficient time for the retendering.	Organisational skills  Experience of effective Project Management	✓	✓
Liaising with Programme Office and Design Team members to ensure that service contract amendments are notified to service holders when properties are added or removed from the Estate or where works undertaken require an amendment, e.g. on receipt of Project Completion forms or any other notification.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

<b>Additional tasks or responsibilities</b> – this is a generic role; however, this job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>JOB TITLE (of Specialist tasks)</b>				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required - NONE</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

<b>To be completed by Human Resources, Finance and Corporate Services</b>			
Date created		Line Manager	
Date agreed		Job Analyst	
Date logged on the HR & Payroll System		JE Ref No	