

Job Description

Group Member:		Luminate Group Services	
Job Title:		Contract Manager	
Reports to:		Head of Property and Maintenance	
Job Grade	F	Department	Estates Property and Maintenance

ROLE SUMMARY:

Responsibility for procuring, managing, preparing, and administering all contracts for the Estates Department. Arranging and leading in monthly contract meetings to ensure contract compliance and procuring new suppliers/contractors when required, working in collaboration with our Procurement Department.

SPECIFIC ROLE RESPONSIBILITIES:

1. Procurement of all Estates contracts.
2. Proactively monitor and manage all Estates outsourced contracts, ensuring delivery is in accordance with contract conditions, standards and in accordance with any relevant
3. As part of the contract documentation generic RAMS should be submitted at inception of the contract and are to be reviewed on a yearly basis. Working with our SHE colleagues to ensure they have access to review these when required. For specific tasks from PPM remedial works specific RAMS should be submitted for the task and approved by SHE colleagues. Allowing at least 5 days. This should form part of the contract details.
4. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

5. Working with the other group departments and in accordance with group procedures and regulations; legislation, whilst providing demonstrable value for money, whilst working with the Head of Property and Maintenance exceed agreed customer performance and delivery service standards.
6. Manage, administer, monitor, and report on the contract criteria and carry out monthly contractual meetings with contractors and oversee the contract SLA's and KPI's.
7. Manage the placing of orders to ensure they are executed in a timely manner in accordance with procurement regulations. Working with procurement to ensure all contract information is kept up to date and these are reviewed on a regular basis.

8. Working closely with the procurement team to ensure all tenders are sent out and all documentation is managed accordingly and ensuring all the relevant documentation is in order from a statutory and compliance perspective.
9. Seek relevant quotations for operational matters and work in conjunction with procurement to maintain the consolidated contractor list and ensure contracts are procured in a timely manner.
10. Assistance in the preparation, support and participation of examinations and invigilation across the Group |

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust, and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact, and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive.

Person Specification

Job Title:	Contract Manager - Estates
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The specific qualifications, experience, skills, and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form.

Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. A relevant construction, facilities, contract management degree or equivalent professional qualification or significant demonstrable and extensive vocational experience.	A / C / I
D	Q2. Post qualification membership of either; RICS, CIOB or other construction related body	A / C / I
E/D	Q3. Demonstrable knowledge of procurement processes and or a procurement qualification such as, CIPS would be desirable.	A / C / I
D	Q4. Demonstrable knowledge or qualification in Contract Management and or Programme Management such as, APMP	A / C / I
E	Q5. English and Mathematics to a minimum of Level 2	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Demonstrable knowledge management administration of JCT Suite of Contracts.	A / C / I
E	EK2. Demonstrable knowledge of the management and administration of NEC3 and or NEC4 forms of contract. Understanding of MTC, LSMC or similar forms of contracts used to underpin the delivery of estate services.	A / C / I
E	EK3. Experience in a similar role providing estate management services in a large multi-site live environment.	A / C / I
E	EK4. Demonstrable knowledge of procurement and contract management from assembling the scoping and invitation to tender documentation to the evaluation and certification for payment together with the ability to maintain detailed records in compliance with statutory regulations and best practice	A / C / I
E	EK5. Demonstrable knowledge and experience of developing, monitoring quality standards against service level agreements	A / C / I
E	EK6. Experience of developing in collaboration with specialist colleagues, effective business continuity plans supported by suitable effective and robust contracts to maintain core business outputs whilst maintaining value for money	A / C / I
E	EK7. Customer focused with a proven and demonstrable understanding to responding to end user changing demands whilst maintaining compliance under statute and contractual obligations.	A / C / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	SC1. Professional and Technical Knowledge. Has demonstrable professional and technical knowledge and skill sets.	A / C / I
D	SC2. Organisational and Education Sector Knowledge; Has knowledge of the college and group. Has experience of a similar organisation type and size and a good understanding of the wider educational issues.	A / I
E	SC3. Interpersonal and Communication Skills. Effective one to one, team verbal and written.	A / I / P
E	SC4. Influencing Skills. Is effective at affecting the behaviour and decisions of others	A / I / P
E	SC5. Critical and Strategic Thinking able to make sense of complex issues and interrelated matters. Able to articulate these providing solutions quickly clearly whilst multi-tasking.	A / I
E	SC6. Self-Management, Learning and Emotional Intelligence. Maintains directed energy and stamina. Learn new behaviours and maintain professional development and lifelong learning. Understanding of different leadership styles.	A / I
E	SC7. Achievement, Action, and Enduring Resilience. Progress and results focused. Quick to start keeps going and completes the task as efficiently as possible. Continues to exude optimism and a “can do” attitude under demanding circumstances.	A / I
E	SC8. Initiative and Innovation Creates and is open to new ideas, visions, and perspectives. See possibilities and constructively challenges established practices.	A / I
E	SC9. Capacity for Changeable to thrive with complex changes requirements	A / I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity, and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people, and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I