



# Role Profile

<b>SENIOR CONTRACTS OFFICER</b>				<b>Purpose</b>			
Reference No.	I615.01	Type	Individual	To assist the Team Leader to facilitate the development and implementation of the Quality Assurance and Contracts Section function and to co-ordinate the activities of the team to ensure the delivery of a high quality, customer focussed service and to negotiate, prepare and monitor contracts and service agreements with the private and voluntary sector.			
Service	Social Work Resources Service						
Job Family	Professional 2	Grade	FC8				
<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>
Assisting the Quality Assurance and Contracts Section's Management Team to deliver the ongoing development of Service delivery. Reviewing practices and procedures to ensure effective use of resources.				Experience of co-ordination within a finance, contracting or business environment (Deliver Results – see How We Work Matters Framework)	✓		
				Experience of working in a social work setting	✓		
				Knowledge of Local Government		✓	
Ensuring systems are in place to ensure that all payments and financial transactions (income and expenditure) are made timeously and accurately reconciled between the Council's ledger system and service users and providers.				Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant discipline e.g. business studies, accounting, administration or legal services	✓		

E = Essential Criteria    D = Desirable Criteria

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Producing and presenting a variety of reports, guidance and other documentation as required.	Experience of delivering presentations		✓
Developing, preparing and monitoring Service Level Agreements with external organisations/ external providers ensuring that the basis and terms of funding is identified and that voluntary organisations performance is monitored against those requirements.			
Negotiating, developing, implementing, reviewing and monitoring compliance of contracts/Service Level Agreements and specifications for services commissioned and grant-aided by the Health and Social Care Partnership, e.g. tender suitability and acceptance. Negotiating in detail what providers will offer and liaising with provider groups regarding cost of service.	Knowledge of current legislation, e.g. Community Care Act 1990, Mental Health Act, National Assistance, keeping abreast of any legislative changes that impact on Service delivery (Take ownership)	✓	
Overseeing and providing advice and consultancy to staff regarding financial assessments of service users requiring independent sector residential accommodation ensuring adherence to policy, legislative changes, procedures and technical processes.			
Ensuring all Link Officers appointed and voluntary organisations to ensure service delivery, best value and compliance with the Council's procedures and protocols and monitoring and evaluation framework.	Experience of assisting in developing and/or monitoring performance standards (Focus on customers)	✓	
Establishing and maintaining a good working relationship with care home owners and Social Workers including visiting independent sector nursing and residential homes to set expectations of service delivery at the outset of the contracting process, assess the level and quality of service provision, facilities available, staffing, environment, policies and procedures.	Experience of writing contracts and reports (Embrace technology & information)  Knowledge of financial systems and procedures	✓	✓

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Providing general support to service providers to develop their services, encouraging the provider's commitment to speedy resolution of complaints and assisting them in implementing of the Council's best practices within the Council's in-house provision, if appropriate.	Knowledge of legislation in relation to contracts, Monitoring and Evaluation Framework, criminal records procedure  Ability to travel throughout Fife	✓  ✓	
Advising operational Social Work Teams about costs of the contract.			✓
Liaising with voluntary organisations establishing and maintaining good working relations with them to undertake the duties of Link Officer ensuring that the Monitoring and Evaluation Framework is complied with in all aspects and particularly by voluntary organisations and the Service and that they comply with best practice, in accordance with Council Policy and Procedures.	Experience of partnership working (Work together)	✓	
Undertaking regular communications with voluntary organisations, offering support to individual organisations or directing them towards other services, as appropriate.			
Assisting the Team Leader to manage the workload of the Contracts Assistants by leading a team of Contracts Assistants, producing team plans, setting and maintaining standards of conduct and performance, motivating the team, fostering sharing of knowledge across the team and on the job coaching and conflict resolution.	Experience of managing and motivating a team		✓
Maintaining an overview of the team's activities in order to meet agreed targets, e.g. selecting/recruiting staff, reallocating staff/work, identifying and prioritising relevant activities, managing/authorising holidays/leave and working arrangements, overtime, flexitime, training and expenses, delegating authority to other team members, holding development review meetings, identify and agree development needs.			

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Ensure the team is up to date with events in the Council or the Service through briefing sessions, team meetings or regular informal contact.	Experience of communicating effectively with staff, management, partner agencies, service users	✓	
Keeping the Team Manager apprised of developments affecting the work within the team.			
Consulting with Social Work Operational Teams and service user and/or their representative on options for placement of clients within residential care homes.	Experience of delivering a regular and effective service	✓	
Undertaking all payments due to external providers and/or clients timeously throughout the financial year ensuring that all financial transactions (income and expenditure) are timeously and accurately reconciled.	Experience of overseeing and leading on complex financial reconciliations	✓	
Ensuring that all parties to the contract are fully aware of its contents and implications and establishing core indicators of service quality relating to contractors staff, accessibility and physical features of the Care Home.	Experience of negotiating, developing and implementing contracts/specifications	✓	
Liaising with other Fife Council Services regarding joint ventures, e.g. joint working with Housing for special provision in houses, payment of rents, working with Legal regarding contract law requirements, financial assessments etc.			
Ensuring mechanisms and systems are in place to enable accurate input, storage and retrieval and dissemination of information.			
Overseeing the implementation of systems and procedures to meet legislative and Council requirements with regards to case law and interpreting legislation and translating it into policies and working practices in contracts and specifications, amending policies and procedures as new/ changes in legislation arise.			
The post holder's immediate supervisor is the Team Leader. The post holder is expected to work autonomously within the parameters of responsibility that			

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has been given to them. Formal supervision takes place monthly during which specific problems/ issues/ overall direction of the team is discussed.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

<b>Additional Information</b> – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>