

Role Profile

Job title	Contracts Manager (Operational Procurement) £36,914 - £55,000
Reports to	Head of Operational Procurement or Head of Strategic Sourcing

Role Overview

The University Group Procurement Services team has four objectives as it manages in excess of £500m of addressable spend each year:

1. Leverage University expenditure
2. Enhance devolved practice
3. Develop professional talent
4. Manage supply risk

The role of the Contracts Manager is to actively oversee and manage the contractual activity involved in procurement and purchasing, with a focus on compliance, optimising value-for-money and sustainability, and reducing risk to the University. They contribute primarily to goals 1 and 4.

Role purpose

The Contracts Manager is responsible for the day-to-day management of business-critical contracts across the organisation, with individual contracts ranging in value from £5m-£20m+. They strategically manage relationships with key suppliers, review Terms and Conditions, manage Key Performance Indicators/Service Level Agreements, advise Heads of Department on best practice, and implement continuous improvement initiatives. Overall, they ensure that the University gets the best value out of all its contracts.

Staff management responsibility

			Required
Supervisory - Allocate tasks, check the quality/ quantity of the work and provide informal feedback on the standard of the work. Introduce team members to new processes and procedures.			<input type="checkbox"/>
<i>How many people does the role supervise?</i>	Staff	Contractors	Others
Line management – Undertake formal staff review and development processes, manage staff welfare issues, identify training and development needs of an individual or team, undertake formal performance management for individuals as required.			<input type="checkbox"/>
<i>How many people does the role manage?</i>			Staff

Resources managed

Addressable spend circa £100m - £280m pa.

Main duties and responsibilities

1	Take responsibility for the day-to-day management of business-critical contracts across the organisation, with individual contracts ranging in value from £5m-£20m+. By taking a diligent and critical approach to contract management, performance manage the outputs of Category Managers, ensuring the prioritisation of value-for-money and sustainable solutions whilst complying with University and external Financial Regulations. Work closely with the University's Legal Services division in particularly complex, high-value cases.
2	Oversee and influence contract details, reviewing Terms and Conditions, managing Key Performance Indicators/Service Level Agreements, and mitigating contractual risk. Ensure contracts are fit for purpose and that the organisation is getting the most value out of the agreements they have in place.

3	Develop, continuously review and improve standard Terms and Conditions with suppliers and the University. Act on behalf of departments to adapt Terms and Conditions for specific purchasing events, taking into account the nature of goods/services, the needs of departments, and identifying any potential risks to the University.
4	Strategically manage relationships with key suppliers, including initiating, managing and reporting on regular business reviews. Maintain an attitude of continuous improvement, seeking to maximise the effectiveness of new and existing strategic alliances.
5	Establish a position as a subject matter expert in effective, fit-for-purpose contract management, and work closely with Heads of Department and other senior stakeholders to advise on best practice.
6	Work with stakeholders to establish and keep to timelines for implementing, renewing and/or terminating supplier contracts.
7	Maintain a user-friendly, accessible contracts library.

Working Conditions

This role will be office-based for 2 days per week with the need to travel to similar sites and suppliers as required. Normal health and safety requirements will be followed.

Physical Requirements

Requires normal physical effort associated with an office environment (or equivalent)

Sensory Requirements

Uses normal office equipment and/ or standard tools

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by University management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

The University expects that you will:

- Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

Person Specification

Key Skills and Experience		
Criteria	Description	Essential or Desirable
Experience	Experience of drafting and managing contracts in public and/or private environment	E
	Experience with NEC3/4, JCT, blue book, and bespoke contract forms	D
	A record of successful delivery of complex procurement projects	E
Skills	Robust understanding of contract law and procurement related legislation	E
	Excellent supplier negotiation and communication skills	E
	Good commercial awareness	E
	Understanding of European Procurement Directives and the UK Public Contracts Regulations 2015	D
	Good knowledge of the Higher Education context	D
Qualifications	Bachelor's degree (or equivalent) in a relevant subject	E
	Legal qualification	D
	Full membership of Chartered Institute of Purchasing and Supply/ Royal Institution of Chartered Surveyors	D
Additional requirements		