

# Contracts Manager

**Please note open to Civil servants only (permanent and on loan opportunities available)**

**Reporting to:** Service and Supplier Management Commercial Work Stream Lead

**Team:** Employer Compliance Regime

**Contract:** Permanent

**Salary:** £68,000

**Location:** Brighton

*Please note that this role is open to applicants from the Civil Service and accredited NDPBs only. On loan opportunities are also available.*

*The Pensions Regulator is an accredited NDPB and does not operate Civil Service terms and conditions of employment (with the exception of pension and compensation scheme arrangements). Successful applicants will be subject to the Pensions Regulator's terms and conditions of employment and our standard 3 month probationary period for new joiners. No agencies please.*

As part of the reform of pensions in Great Britain all employers will have a duty to enrol their staff into a 'qualifying' pension scheme and make contributions on their behalf. This new duty will commence in 2012 and the full extent of the duties is set out in the Pensions Act 2008. The Act sets out a new objective for The Pensions Regulator: to "maximise compliance of the employer duties".

The regulator is developing its operational response to achieve this objective, and a programme team has been working to develop the new business requirements, against which we are seeking to procure the services of a strategic delivery partner. Due to the green field nature of this requirement the procurement is being undertaken as an OJEU advertised Competitive Dialogue.

The commercial work stream is responsible for optimising sourcing and contractual strategies, driving costs down and maximising service delivery through effective commercial engagement and contract management. In addition the team anticipates and responds to business opportunities and emerging trends based on changing market and competitive environments. Activities will range from development of the service management commercial strategy and frameworks, to attending regular supplier meetings to ensure effective control and SLA delivery.

The Authority's Service and Supplier Management roles have been involved in the procurement process to date. The Authority is now seeking to appoint a Contract Manager to join this team and contribute to the final shaping of the contract to benefit from the opportunity to take that knowledge forward into the role post contract award.

## **Main purpose of role**

Reporting to the Commercial lead, the Contract Manager will be accountable for the

commercial management and development of the Prime contract and customer relationship within ECR.

### **Core accountabilities**

- Build and sustain strong relationships with ECR Prime suppliers and have a solid understanding of changing business needs – ensuring that the partnership is championed at senior levels in both organisations and that governance arrangements are fit for purpose
- Working with the service management team embed, establish and maintain the contractual framework and related policies, processes and quality assurance frameworks in relation to the Prime contract
- Act as day to day primary point of supplier management contact internally and with the Prime supplier
- Coordinate Supplier and ECR commercial input to appropriate governance meetings
- Establish effective monitoring of the Prime contractor's commercial and service management performance under the contract and analyse performance and take remedial action where necessary
- Manage all change control effectively ensuring value for money and service effectiveness are maintained
- Maintain ECR commercial documents audit trail
- Pro-active management of contingency planning and risks
- Manage post contract issues where required, for example in contract interpretation, amendments, reviews and dispute resolution, if required

### **Essential criteria**

- Strong and demonstrable proven experience of commercial contract management at a senior level (ideally 5-10 years experience in a similar role and be interested in, and able to add value to, the development of a public sector contract management capability)
- Public sector contract management experience (ideally from both supplier and client perspectives) and solid appreciation of OGC frameworks
- Relevant professional qualifications such as MCIPS, CIPS
- Contract review skills with ability to identify key issues for concern - proven ability to assess risk and suggest the appropriate commercial mitigation measures
- Able to evidence the following competencies:
  - Excellent interpersonal skills with people of all levels
  - Excellent organisational skills with the ability to work under pressure and to deadlines
  - Good attention to detail
  - Good team player and self-motivated
  - Strong negotiation and communication skills

- Client and supplier side experience.

## **Competencies**

- Identify, prioritise and plan effectively – Mentor
- Deliver appropriate outcomes in line with our objectives – Mentor
- Evaluate, learn, adapt and improve – Experienced
- Understand our audience – Experienced
- Communicate clearly – Mentor
- Build good working relationships – Mentor
- Respect others – Mentor
- Take responsibility – Mentor
- Behave professionally - Mentor

If you are interested in applying for this role, please send a covering letter, with details of how your experience and skills meet our essential criteria and your CV to:

Email: [Row.Elliott@thepensionsregulator.gsi.gov.uk](mailto:Row.Elliott@thepensionsregulator.gsi.gov.uk)

[Row Elliott](#)