



Job Description
Head of Contracts

Company Overview

The EBP is a commercially focused social enterprise that develops the skills of young people. We are proud to support young people across the country, helping them to develop the skills they need to thrive.

We work in partnership with a broad range of organisations and partners in order to contribute to key local, regional and national agendas, which benefit education and business. We lead in the provision of specialised services and solutions for education and business.

We are committed to safeguarding and promoting the welfare of children and young persons and expect all staff to share this commitment. **This post may require an enhanced Disclosure and Barring Service (DBS) check.**

POST:	Head of Contracts
RESPONSIBLE TO:	Chief Executive
BASED AT:	Welton House, Lincoln
HOURS:	37 hrs/week
RESTRICTED LEAVE:	TBC

1. MAIN PURPOSE OF ROLE

- Manage all procurement and contracting activities, maintaining control of all suppliers and sub-contractors in line with company strategy, targets and budgets.
- To provide timely, up to date, precise and accurate data / information on contract management and provide advice to the Leadership Team on commercial decisions.
- To provide guidance on national contracting, government processes and protocols.
- To develop and maintain effective procurement, contracting and relationship management processes including transparent metrics to allow monitoring of performance.

2. ROLE AND RESPONSIBILITIES

Strategy

- Join the Chief Executive and four other members of the Leadership Team to actively participate in the leadership of a multi-million-pound business.
- Position The EBP as a thought leader and influencer by generating policy, briefing papers and assessing external research.
- Flagging potential external changes and opportunities.
- Maintain an up to date understanding of government contracting and outsourcing in order to effectively negotiate in a political context.
- To be at the forefront of political agendas in relation to young people.
- Work in conjunction with the Leadership Team to create a long-term strategic plan for the continued success of the business.

Contracting & Procurement

- To regularly review contract arrangements, compliance and performance with sub-contractors to ensure ongoing effectiveness of contracts.
- Ensure submission of timely, up to date, precise and accurate data / information of internal and external contract management information, often reporting to strict deadlines.
- Manage underperformance of suppliers and negotiate positive outcomes.
- To manage, support and administer contracts and sub-contractors, ensuring they are managed to plan and within budget.
- To manage all contracting activity including Request for Proposals (RFPs), Requests for Qualification (RFQs) and Invitations to Bid (ITBs).
- Monitor and manage KPIs to ensure that all contracts operate within agreed budgets, targets and timeframes.
- Ensure the delivery of the highest quality service by monitoring and evaluating through quality audits.
- Monitor all financial targets for income and expenditure of each contract.
- Ensure that financial policies and procedures are observed.
- Developing and implementing procurement processes and metrics to support the company's external expenditure.
- Seek efficiencies and cost savings through effective procurement.
- Report to the Chief Executive via regular reporting and update review meetings on agreed activity, actions and outcomes.

Personnel Management

- Provide clear and consistent leadership to ensure the contracts department fulfil the obligations outlined within the business strategy.
- Direct and indirect management responsibilities for the contracts team across three separate sites.
- Ensure the professional development of team members including induction, performance review, mentoring and identifying training needs, in accordance with Investor in People (IIP) principles.
- Implement the company performance management system (appraisal) and company competency scheme in line with company policy and procedures.
- Agree staff objectives and goals that match the needs of the business ensuring accountability for meeting agreed priorities and targets.
- Support and develop the departmental management team to grow the confidence and competence of all contracts personnel.

General

- Ensure that the company is constantly developing standards and levels of service.
- To speak publicly on political issues or trends with informed credibility.
- To attend relevant training courses, workshops, meetings, seminars as required.
- To represent The EBP in a professional manner.
- Promoting and safeguarding the welfare of children and young people.
- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

3. SKILLS & EXPERIENCE REQUIRED

Essential

- Bachelor's degree (or higher).
- Prince2 or equivalent qualification.
- Experience of working at the senior level within a business.
- Substantial experience of project management.
- A background in a commercial contract management with experience of managing sub-contractors.
- Experience of working on government contracts as a supplier or procurer.
- An understanding of government outsourcing methods.
- Ability to set and monitor KPIs to ensure business objectives are met.
- Strong budget control skills.
- Proven skills in contract negotiation.
- Competent user of Microsoft Office, with intermediate/advanced MS Excel skills.
- Methodical, organised and highly accurate.
- Ability to motivate and inspire teams and individuals.
- Ability to use initiative and make decisions to ensure that wider business objectives/targets are met.
- Highly motivated, even in the face of adversity.
- Strong interpersonal and communication skills with a relaxed and confident leadership style.
- Target and KPI driven.
- Driving licence and use of a car for business.

Desirable

- Experience of close working relationships with Chief Executive/Managing Director.
- Working knowledge of Merlin supply chain principles.
- Previous experience working within a social enterprise.
- Previous experience working in the youth sector.
- Effective networker.
- Proven track record of effective personnel training and development.

Company Personal Competencies

- Builds personal effectiveness
- Effective teamwork
- Focuses on quality and customer service
- Driven by results
- Drives continual improvement
- Utilises resources efficiently
- Develops team members
- Drives business success