



Job description			
Job title	Group Manager – Private Finance Initiative (PFI) Contract Management		
Grade	PMG 3		
Directorate	Regeneration & Economic Development		
Service/team	Housing & Property		
Accountable to	Barry Fawcett		
Responsible for	PFI Contract Management Team		
JE Reference	B1120	Date Reviewed	April 2025

Purpose of the Job

As a member of the Departmental Management team, the purpose of role is:-

Contracts:

- As the Council's appointed contract manager for the Schools PFI programme, to oversee and direct the Council's PFI contract management team to ensure effective contract compliance and performance from the Council's PFI Partner Transform Schools Knowsley Ltd (TSKL). Managing the commercial and legal issues and financial envelope of the PFI contract to ensure timely payments and appropriate deductions for non-performance where appropriate.
- Develop the service and team and provide advice to the Council in respect of the resources and capacity that will be required in preparation for exiting the PFI Contract and the transfer of the PFI Schools Estate at the end of the Knowsley PFI schools contract in August 2034.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Management of the strategic contractual, legal, commercial and financial aspects in relation to the TSKL PFI Contract and the NDS Soft FM and Catering Contract.
- Management of the 25-year Financial Model (£36m per annum) including ensuring all income from PFI schools is received and correctly

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accounted for, monitoring of income from Central Government and payment of the associated Unitary Charge, Soft FM and Catering charges

- Identification and protection of the Council's position in relation to the PFI Contracts and associated schedules and documents including dispute negotiation, resolution and compensation action.
- Dispute negotiation, resolution, and compensation action in circumstances when matters are not resolved via the first-line defect / performance rectification provisions and timescales of the Contract and associated negotiations.
- Identification and recouping of performance penalties for failure to deliver the requirements as per the contractual requirements, including management of TSKL and NDS to secure the delivery of required contract outcomes and securing a positive working relationship with school leadership teams.
- Developing and monitoring systems to ensure that performance is monitored. Reporting contract performance to the Council and other stakeholders including the DfE.
- Managing the day-to-day operational delivery of the contract within PFI sites, including management of the Contract Monitoring Team, rectification of defects, building variations, alteration works, damage to buildings, performance penalties and ensuring community usage is maintained; including managing the business of Project Liaison Group. Operational Management Group and Performance Management Group ensuring that key issues are highlighted and resolved.
- Providing support to PFI sites in the event of failures of the building elements e.g. heating and cooling, lighting and ensuring rectification as per contractual requirements.
- Management of changes in occupation and usage of the PFI Buildings such as Academy conversions ensuring all legal, financial and commercial arrangements are in place.
- Delivering professional strategic, technical and financial advice to the Council's Leadership, in addition providing advice, support and guidance to all PFI Schools and Schools Forum relating to the management and operation of the PFI Contract.
- Develop business opportunities and innovative ways of achieving efficiency savings on an ongoing basis.



- Manage expiry of complex high risk and high value contracts and support, within a context of budget pressures and funding restrictions, using project management methodology, tools, techniques and controls to ensure the successful hand back of assets.
- Supporting PFI sites on developing a vision for future delivery of services which meet the needs of our communities and stakeholders.
- Provide robust and practical advice and guidance on contract management/PFI expiry matters across the authority to senior officers and other stakeholders.
- Support and lead where appropriate effective consultation and communications with colleagues, clients, councillors, partners and other stakeholders in accordance with council policy.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.



- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.