



Job description			
Job title	Quality Contract Management Co-ordinator		
Grade	Q		
Directorate	Resources and Partnerships		
Service/team	Scrutiny, Procurement and Projects		
Accountable to	Head of Scrutiny, Procurement and Projects		
Responsible for	Procurement, Commissioning and Project Development Officer		
JE Reference	A5514	Date Reviewed	August 2026

Purpose of the Job

You will lead and coordinate the Council's corporate approach to quality contract management through the development and promotion of consistent quality assured practice. This practice will encompass robust oversight of contract delivery, monitoring of performance and securing compliance with relevant legal, regulatory, and internal standards. You will directly support contract managers and service leads to adopt the appropriate contract management practice in order to drive continuous improvement and ensure value for money.

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.

- (1) You will establish and maintain agreed standards for quality contract management practice at a corporate level.
- (2) You will develop and implement monitoring systems to oversee the consistent and effective application of quality contract management practice within the organisation.
- (3) You will co-ordinate and arrange the delivery of quality contract management training and development within the organisation.
- (4) You will, where appropriate, conduct contract management audit reviews to provide assurance as to the quality of contract management practice.



- (5) You will support corporate initiatives to derive best value from the contracts awarded by the Council
- (6) You will promote the commitment to derive social value from the Council's awarded contracts and to support the maximisation of the return on those commitments through effective contract management practice.
- (7) You will offer direct support and advice to services and officers on quality contract management practice.
- (8) You will produce reports and briefings for senior officers and elected members on the application of quality contract management practice within the Council.
- (9) You will work closely with colleagues in STAR Procurement, Legal and Finance to ensure that established procedural and financial frameworks serve to facilitate quality contract management practice.
- (10) You will support the Head of Service in the fulfilment of the following duties:
 - The quality assurance of the Council's procurement decision reports as prescribed in Contract Procedure Rules, including liaison with STAR Procurement on relevant templates;
 - Advising on and, where appropriate, responding to Freedom of Information requests related to procurement activity; and
 - Liaising with STAR Procurement colleagues on the content of procurement-related pages on the Council's website and intranet.
 - The management of the relationship with the STAR Procurement shared service, including administration of the management fee.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



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.

(To be included in PMG 1 posts and above)

- 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.