

**JOB DESCRIPTION**

**Children and Young Peoples Services**

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|  | **POST TITLE: Contract Officer** |  |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** **9**  *Job Evaluation Ref No: N9074* |  |
|  | **LOCATION:** Your normal base will be at the Civic Centre, Crook. However you will be required to work at any council workplace within County Durham; in a range of schools, colleges and independent private providers; and across the North East region and beyond |  |

1. **RELEVANT TO THIS POST:**

**This post is 100% funded until July 2018 through ESF/YEI through the DurhamWorks project**

**Flexible Working:** Subject to service needs the Council’s flexible working policy is applicable to this post. The post holder may be required to work outside of normal hours.

**Contract:** Subject to approval, this post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end in July 2018.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be responsible to the External Delivery Coordinator within the Adult Learning and Skills Service. The Contract Officer will establish positive working relationships with a wide range of partners and stakeholders.

1. **DESCRIPTION OF ROLE:**

The Youth Employment Initiative (YEI) is an EU funded programme to help unemployed 16-24 year olds improve their skills and move into employment, training or education. The post holder will be an experienced contract officer who will play a key role in the efficient and effective delivery of YEI and other externally funded programmes which the Adult Learning and Skills Service delivers.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Working with a wide range of YEI Delivery Partners in County Durham to ensure the delivery of provision meets the needs of young people and adults in the County.
* Managing the performance of YEI Delivery Partners and subcontractors, ensuring targets are met to include:
* developing excellent working relationships with YEI Delivery Partners, sub-contractors, internal colleagues and funding bodies
* engaging with appropriate groupings of YEI Delivery Partners/sub-contractors
* managing the contracting of service level agreements with YEI Delivery Partners
* managing contracting with sub-contractors
* ensuring appropriate and accurate data collection, recording and monitoring
* ensuring resources are maximised and financial claims are compiled and submitted within deadlines
* preparing and presenting reports on progress
* supporting YEI Delivery Partners/sub-contractors to develop their capacity and expertise to ensure the successful delivery of provision
* identifying and sharing best practice
* supporting the identification and delivery of new opportunities to support the objectives of the YEI programme.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as required by the Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**PERSON SPECIFICATION: - Grade 9 – Contract Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Minimum Level 4 qualification. | * Degree in relevant subject | * Application form * Selection Process * Pre-employment checks. |
| **Experience** | * Range of experience in implementing successful projects to timescales and achieving targets * Proven track record of working with partners to effect change * Experience of managing externally funded programmes * Experience of contract management. |  | * Application form * Selection Process * Pre-employment checks. |
| **Skills/Knowledge** | * Excellent communication skills * Contract management skills * Operation of externally funded programmes * Concise and accurate verbal and written reporting skills * Pays attention to detail * Able to work effectively in a team, but also capable of individual initiative * Excellent ICT skills including the use of Microsoft Office | * Understanding of European grant programmes * Knowledge of programme management software. | * Application form * Selection Process * Pre-employment checks. |
| **Personal Qualities** | * Has drive, enthusiasm and a flexible approach to work * Able to plan work and manage time effectively * Able to motivate self and others * Able to work effectively in a team * Able to carry out work with the minimum of supervision * Able to relate well and quickly to other team members and senior people from other organisations * Must be performance oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service * Flexible approach to working across the LA geography. Current valid driving licence required or access to a means of mobility transport. * Able to work under pressure, to prioritise and to meet deadlines * Open to change and committed to innovative development * Holds high aspirations for young people/young adults. |  | * Application form * Selection Process * Pre-employment checks. |