

## CONTRACT PERFORMANCE ANALYST

**Band 5-6 (SCP16-32) (2022/23 £24,432 – £27,514)**

**Full Time (37 Hours per week)**

**Permanent**

### Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 700 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of £210M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

NEPO employees benefit from:

- ✓ Flexible working
- ✓ Access to technology that enables agile working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays

- ## The Role

Supporting Procurement Specialists and working alongside Procurement Coordinators to implement and manage contracts.

Ensuring all contracts are managed in line with the standardised contract management approach, acting as the conduit between stakeholders and suppliers.

Reviewing spend data and developing market knowledge/intelligence in specific categories ensuring contracts are delivered and managed in line with regional needs and objectives.

Assisting in the preparation of related reports for senior managers, Elected members, and other relevant stakeholders.

Working with appropriate stakeholders to ensure robust contract management and monitoring arrangements are implemented and maintained throughout the lifespan of the contract and to drive improvements and develop supplier relationships.

Utilising manual and/or ICT systems within NEPO to ensure a high level of accuracy of information is maintained.

Maintaining records and ensuring issues are escalated to managers promptly so that underperformance or concerns can be addressed.



Carry out other duties, engage in development activities, and promote the benefits and strategy of NEPO and its service as required, and such other responsibilities allocated appropriate to the grade of the post.

Important dates

The deadline for applications is **23:59, Monday, 4<sup>th</sup> July 2022**

Interviews will be held on **Friday, 8<sup>th</sup> July 2022**

### **Apply**

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/> For an informal discussion about the post, please contact Joanne Peacock, Procurement Manager on 07585 986 285.

**No recruitment agencies please.**

For further information about NEPO and its work, please visit our website at [www.nepo.org](http://www.nepo.org).

**ENDS**