Contract Manager - Waste, Commercial and Strategy

Reports to: Lead Contract Manager
Direct reports: N/A

Evaluation: **588** points
Grade: **N9**
Reference: **A5349**

Purpose

To assist the Lead Contract Manager in discharging Council statutory responsibilities as a Waste Collection and Disposal Authority, and to deliver associated Council aims and objectives around waste and recycling.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Manage the operational and performance monitoring of the Waste contracts, ensuring that output specifications are met or exceeded.

2. Organise work within the team where required and support team members to ensure successful effective implementation and management of contracts.

3. Assist the Lead Contract Manager in identifying areas for development and training of staff in the team arising from new areas of work, changes to Waste contracts and legislation.

4. Develop, implement and maintain new processes, systems and procedures for the effective management of the contracts, to aid continuous improvement in performance and service provision.

5. To develop and maintain effective working relationships with internal colleagues and external partners at all levels to facilitate information sharing and service improvements and effective contract management.

6. Resolve contractual issues through negotiation with the contractor(s) and partner organisations.

7. Responsible for the identification, evaluation and apportionment of Contract risk as part of an overall risk management framework and ensure that mitigating actions are in place and recorded in the Risk Register.

8. Responsible for the development and implementation of appropriate Contract Management information systems.

9. Assist in all aspects of the procurement process when procuring new waste contracts.

10. Assist in the redevelopment of the Council's Waste Transfer Stations and Household Waste Recycling Centres, by providing project support.

11. To contribute to and support the Lead Contract Manager in the development of relevant policy and practice.

12. Assist in other waste related projects to a level commensurate with the role.

13. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

14. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.