

Contract Monitoring Officer

Reports to: **Principal Engineer**

Direct reports: **None**

Evaluation: **552 points**

Grade: **N8**

Reference: **HH327**

Purpose

Lead on Regional and other Framework Contracts

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. Develop Regional and other Framework Contracts with a view to promote regional, collaborative working.
2. Prepare and analyse management information on Regional Framework contracts, programmes administered by the team and to support the Principal Engineer in the control and record keeping allowing accurate programme monitoring.
3. Monitor contract performance and take action where appropriate.
4. Prepare and place orders and monitor contract expenditure and payment.
5. Assist in the development of policies in relation to highways and support the Principal Engineer and wider directorate.
6. Prepare committee reports and evaluate reports on contracted services ensuring value for money.

7. Assist in the preparation and delivery of a variety of engineering, transport and development contracts in the region and city.
8. Assist in the development and use of management systems in programmes coordination and project management.
9. Promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
10. Help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.