

Contract Monitoring Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience in contract management, implementation or monitoring within a public sector or similar environment.
2. Excellent communication and negotiation skills, both written and verbal.
3. Ability to analyse data, prepare reports, and present findings clearly.
4. Strong organisational skills with the ability to manage multiple contracts and deadlines.
5. Proficiency in Microsoft Office applications, particularly Excel and Word.
6. Ability to work independently and collaboratively with internal and external stakeholders.

Desirable

1. Relevant qualification in contract management, procurement, or a related field.
2. Experience working with contract frameworks.
3. Knowledge of local government or public sector governance and financial procedures.

4. Familiarity with contract management software or digital monitoring tools.
5. Experience in managing or monitoring environmental or infrastructure-related contracts.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?