

Contracts Officer

Join us – Make a difference in our communities

Do you have the ability to deliver a demanding project procurement/contract management service acting in the role as a Contracts Officer? Come and join our Economy Planning and Place team and help make a difference to the lives of our residents within West Sussex.

About the Job

As Contracts Officer you will deliver a project management service, including provision of construction/property professional and technical expertise and guidance on building projects. In conjunction/accordance with the Council's outsourced Multi-Disciplinary Consultant (MDC) Contract and other Capital Programme delivery contractors. You will contract manage the MDC and other contractors on any given building project to effectively deliver a pre and post contract service covering but not limited to feasibilities, project development, project consultation with all parties, project procurement and project management to meet Capital Programme requirements and to satisfy stakeholder needs.

What you'll need to succeed

A technical expert in your field with significant experience in construction/property providing advice and a project management service on building projects. You will need to be customer focussed, with advanced analytical skills, the ability to organise, plan and meet set targets. Effective people management skills will be vital including the ability to provide direction and support to individuals and teams in order to build and maintain relationships and influence activities.

Job Details

Grade:	Grade 12
Directorate Group:	Economy, Planning and Place
Location:	County Hall, Chichester

Person Specification (These will be used as the shortlisting criteria)

Key skills:

1. Advanced analytical skills in order to interpret and manipulate complex contract/tender information.
2. Highly developed communication and interpersonal skills in order to create and maintain effective working relationships, including the ability to influence clients/contractors.
3. Strong problem solving skills with the ability to anticipate problems, resolve issues independently, planning solutions and making sound pragmatic decisions which could be business critical.
4. Ability to deliver demanding procurement/contract management service.
5. Effective people management skills including performance management with ability to provide support and direction.

Qualifications/experience:

- Degree, or equivalent qualification or experience in a construction related discipline, demonstrating a high level of applied knowledge in researching, analysing and evaluating and information on building projects.
- Membership of a relevant construction professional body or clear evidence of working towards membership of a professional body such as RIBA, RICS, CIOB, or equivalent.
- Significant experience of the built environment, delivering capital, regeneration and school expansion projects.
- Significant experience demonstrated by monitoring/managing complex building contracts effectively.
- Significant experience of financial project management processes and procedures.

Key Responsibilities

Managing a portfolio of high risk/high value building capital contracts, ensuring compliance with County Council Standing Orders and Corporate Strategy requirements.

Matrix management of a range of experts and service providers procured through the MDC and WSCC services, to effectively deliver a programme of capital projects (WSCC services include Legal, Finance, IT, Valuation and Estates, FM and the operational service providers).

Communicate and develop good working relationships with a range of people including clients, procurement, contractors and the MDC to provide specialist advice/information.

Through negotiation, secure maximum economic advantage, getting best value for money whilst meeting the demands of public accountability, professional ethics and users to receive goods and services of the right quality at the right time and at the right place.

Lead on creating strategic contract management and monitoring solutions to meet the requirements of individual or groups of contracts.

Develop Tender Documents, Task Orders or Works Specifications to ensure terms and conditions of high value/high risk complex tenders and contracts cover all necessary aspects, and reflect the goods and services required.

Meet regularly with suppliers/contractors/MDC undertaking demanding negotiations in relation to pre and post tender negotiations, price change, specification and market changes.



Our Values

Our values are the base of every job role within West Sussex County Council and underpin the way we do things here. They demonstrate how we work and interact with each other, our customers and our partners on a daily basis and our selection processes are reflective of this. For further details visit the jobs pages of our website.

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