



Cumberland Council

Post Specification

Date	May 2024
PG Number	7056
Post Title	Frameworks and Contracts Manager
Job Family	Organisational Support
Job Family Role Profile	OS17
Final Grade	17

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the Highways Delivery Team and is responsible for the oversight of approximately 25 separate framework contracts ranging in value from £400k to £55m. The various contracts provide a mixture of services, suppliers, and external works providers to support the Council's Highways and Transport Service.

Purpose of this post

- To be the service lead for all framework contracts within Highways and Transport. To coordinate the preparation, procurement and delivery of all service, supply, and delivery frameworks.
- To work across the highways service to manage the existing contracts including the development and implementation of contractual agreements related to the maintenance, design and construction of highways works. To be the lead expert within Highways & Transport in the procurement and management of contracts and framework agreements.
- To be a key contributor to the active management of the council's-built environment related supply chain at all phases from initial feasibility through design and construction to maintenance and life-cycle management.
- To provide support, guidance, quality assurance and intervention in the management of all framework contracts to ensure best practice in contract management across the Councils Highways service.

Key job specific accountabilities

1. To oversee the management and administrative functions of the various framework contracts; approval of payments and any deductions which are due to Cumberland Council; regular monitoring; production of BRAG reports; audit reports, and other performance reporting as set out in the contract and Cumberland Council management plan. To undertake the direct management of the high risk / high value contracts required to ensure delivery. Providing intervention in high-risk contracts or those where risks of contractual claims have been identified.
2. To be responsible for the approval and issue of any change notices and deeds of variation affecting the contract. The role will also require close liaison with elected members.
3. To have leadership and management responsibility for a team of staff providing contract management, technical advice, and assurance on behalf of Cumberland Council for the management of the framework contracts.
4. To develop solutions to complex technical and management issues. Providing specialist advice on the interpretation and application of policies, legislation, and regulation.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Management of large contracts (various between £400k and £55 plus million) and significant influence on the deployment and monitoring of large-scale capital resources and the risks associated with supply chain management on a circa £40m p.a. Highways programme.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Management of contractors and teams of specialist consultants as required.
Other	<ul style="list-style-type: none"> • Commercial contract management in a Highways works programme context is essential.
Essential Criteria - Qualifications, knowledge, experience, and expertise	
<ul style="list-style-type: none"> • A relevant degree or NVQ level 5 in an appropriate discipline. • Comprehensive knowledge construction & engineering contracts and their management and the use of framework arrangements. • Demonstrable knowledge of CDM regulations and their implementation in a diverse capital programme environment. • Experience of managing construction or engineering projects, programmes, and contracts. • Substantial experience in the development of highway, engineering, or construction supply chains. • Substantial experience in monitoring of contract performance and compliance across multiple contracts. • Substantial financial management experience in a commercial contracting environment and demonstrable experience in implementing supply chain strategies to achieve improved value for money. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Minimum exposure.
Physical Demands	<ul style="list-style-type: none"> • Normal effort required.
Working Conditions	<ul style="list-style-type: none"> • Minimal number of site visits; some exposure to weather on site visits, requirement for light PPE during site visits. Out of hours working.
Other Factors	