

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04489

Service Area: Finance (Corporate Commercial Procurement Services - CCPS)

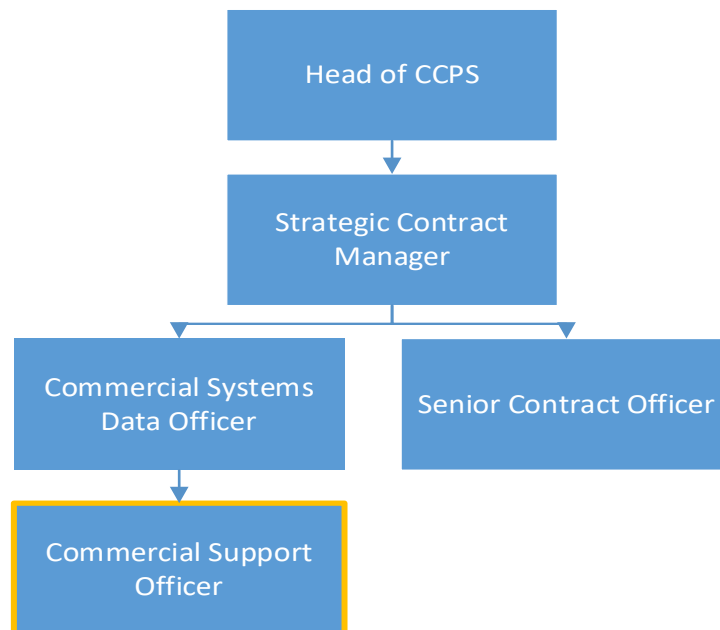
Grade: G4

Job Title: Commercial Support Officer

PURPOSE OF JOB:

The Commercial Support Officer provides contract management support to the CCPS Contract Management Team, maintaining the Council-wide Commercial Contract Repository to support Local Government Reorganisation and ongoing business operations. The role also supports wider contract management activities, including contract tiering assessments, contract aftercare, financial reporting, and compliance monitoring to ensure adherence to the Procurement Act 2023.

STRUCTURE CHART:



MAIN DUTIES:

1. Coordinates the Commercial Contract Repository and related documentation:
 - i) Responsible for the operation and upkeep of an automated SharePoint site for the electronic storage of signed commercial contracts.
 - ii) Provide contract access to authorised parties as required on a need-to-know basis, obtaining permission from document owners prior to release.
 - iii) Redacting contracts for publication or sharing.
 - iv) Providing a summary of contract clauses when required, such as only providing relevant financial clauses to a finance officer.
 - v) Receipt and catalogue signed contracts.

	vi) Carry out annual checks against contract tiering records with the service areas, for contract changes or variations to live contracts. vii) Maintain a contract repository register (see duty 2 below) viii) Devise a reporting structure allowing the provision of regular updates to Stakeholders
2.	Maintain a contract repository register: • Record details of all contracts within the register including the relevant procurement act, contract name and reference number. • Contract owner (Contract Manager and Service Area) • Update the register from other data sources with: ○ forecast versus actual financial expenditure on contracts; ○ Commercial contract pipeline data (contract renewal, termination & extension); ○ Undertake and record annual supplier credit checks. • Record all Council access requests to view contracts. • Record all of all contract changes and variations.
3.	Maintain the Procurement Contracts Hub, consolidating data from contract registers and developing Power BI reports to provide management information and insights.
4.	Conduct quality assurance checks between the Contract Repository and the Council's electronic procurement system to ensure all procurements have been fully closed and all notices published, and that all contracts have been sent to the repository.
5.	Provide relevant contract information to be able to respond to Freedom of Information requests relating to commercial contracts for all service areas.
6.	Manage the process for credit checks on Section 38 and Section 128 bond suppliers, working with Economic Development and Finance teams.
7.	Manage a register of Capital Assets held against Key Contracts to record asset value, depreciation, replacement and disposal.
8.	Quality assurance checks for the publication of statutory Contract Management notices against the Procurement Act 2023.
9.	Provide specialist contract management support to the CCPS Contract Management Team, ensuring compliance with the Procurement Act 2023 and Lincolnshire County Council CPPRs. Analyse complex commercial contracts, extracting and interpreting key contractual terms, obligations and risks to support stakeholder decision-making and contract governance.
10.	Work with CCPS Contract Managers to prepare Gold and Platinum contracts for handover from procurement to mobilisation within the Service Area, creating the appropriate handover documentation and facilitating meetings between the CCPS Commercial team and services areas.
11.	Responsible for drafting Contract Management Plans and Schedules for of Bronze and Silver Contracts and managing the handover of those Contracts from Procurement to Place and Resources service areas.
12.	Monitoring the Contract Management email group email accounts.

13.	Analyse contract management data and extract performance metrics to support governance, assurance and decision-making processes. Provide specialist resilience cover for the Commercial Systems Data Officer role, ensuring the continuity and integrity of contract performance reporting.
-----	---

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Good general standard of education with a minimum of GCSE in English Language and Mathematics or equivalent.	A	X	
Strong attention to detail and able to produce work with a high level of accuracy.	A	X	
Previous experience working in a support role.	A	X	
General understanding of public sector procurement and commercial processes with working knowledge of the Procurement Act 2023 and Public Contract Regulations 2015.	A		X
Fully proficient in the use of Microsoft Office Suite including Excel, Word, Power Point and Planner.	A/I	X	
Experience in the use of PowerBI to present data.	A/I		X
Experience managing Sharepoint.	A/I		X
Excellent interpersonal and communications skills.	I	X	
Excellent organisational skills.	I	X	
Ability to identify and manage internal and external stakeholders.	I	X	
Ability to work methodically and meticulously.	I	X	
Plan own work schedule to meet agreed deadlines and outcomes.	I	X	
Ability to work under pressure to meet deadlines.	A	X	
Flexible and adaptable to change.	I	X	
Able to show sensitivity, objectivity and discretion when dealing with commercially sensitive and confidential issues.	I	X	
Analytical thinking with the ability to access and interrogate data.	A/I		X
Able to work as part of a hybrid team and effectively communicate and engage using Microsoft Teams and in person.	I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to work as part of a small team with the ability to manage their own workload and take responsibility for the running of the Commercial Contract Repository alongside other duties providing support to the CCPS Contract Management Team.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.