



JOB DESCRIPTION	
Role	Procurement Contract Manager
Reports to	Head of Procurement & Contracting
Direct Reports	None
Directorate	Legal and Governance
Department	Procurement & Contracting
Pay Grade 11	£42,839- £47,181
Job Purpose	
<p>The Procurement Contract Manager acts as the organisation’s lead authority on contract management governance and regulatory compliance, responsible for designing, embedding and continuously improving the corporate framework for contract oversight under the Procurement Act 2023.</p> <p>The postholder leads organisation-wide contract performance reporting, statutory notice publication, contract change governance, risk monitoring, and assurance activities. They act as a specialist source of advice on contract compliance, record-keeping, and regulatory obligations, ensuring that all service-area contract managers meet their duties as Contract Owners.</p> <p>The role provides operational leadership on transparency, record-keeping, data publication, supplier due-diligence monitoring, contract variation compliance, and procurement governance — ensuring the Authority meets all legal obligations and maintains a high standard of commercial integrity.</p>	
Key Responsibilities	
<ol style="list-style-type: none">1. Contract Governance Framework Ownership<ul style="list-style-type: none">• Own and continuously develop the organisation’s contract management governance framework, including policies, procedures, templates and assurance mechanisms• Translate legislative and regulatory requirements into practical, organisation-wide operating models and controls• Identify systemic risks or weaknesses in contract management and implement organisation-wide improvement strategies2. Statutory Notice Publication & Transparency (PA23)	
<p>Responsible for the preparation, quality assurance, and publication of all statutory notices required under PA23 and associated regulations, including:</p> <ul style="list-style-type: none">• Payment Compliance Notices (bi-annual)• Contract Change Notices / Contract Modification Notices for relevant PA23 and PCR 2015 thresholds• Contract Termination Notices (as required)• Performance Information Notices (annually)• Poor Performance Notices where supplier performance falls below satisfactory levels	

Ensures publication to Contracts Finder, Find a Tender Service, or any successor platforms in accordance with statutory deadlines.

3. Contract Governance, Registers & Record-Keeping

Owns and maintains all central registers required for compliant contract oversight, including:

- Contract Register (central, authoritative version)
- Conflict-of-Interest Register – general and project-specific, with monthly / stage-specific updates and escalation of concerns
- Contract Change Register – ensuring all modifications meet PA23, Schedule 8 and Section 74 requirements
- Excluded / Debarment Monitoring – monthly review and reporting

Ensures record-keeping meets the Section 98 requirements for procurement and award documentation.

4. Contract Performance Oversight & Reporting

- Collate monthly spend information, quarterly performance information, subcontractor data, failed PSQ assessments, and termination details from service areas.
- Produce consolidated Quarterly Governance Reports for Audit & Governance Committee.
- Attend contract management meetings for high-risk, high-value, novel, contentious, or strategically significant contracts, providing governance oversight, challenge, and escalation where required. Routine and low-risk contract meetings remain the responsibility of service-area Contract Owners.
- Challenge and escalate non-compliance, poor performance, or risks where appropriate.

5. Pipeline Planning, Monitoring & Reporting

- Maintain and monitor the contract renewal and expiry pipeline, ensuring upcoming procurements are identified early and escalated to the Procurement Team for route-to-market planning.
- Work with service areas to ensure forward planning of cyclical requirements is accurate, timely, and compliant with PA23 and internal governance expectations.
- Support the Head of Procurement & Contracting in compiling the organisational procurement pipeline for publication (where required) and internal governance reporting.
- Ensure pipeline information is accurate, complete, and consistent with the Contract Register and Contract Change Register.

6. Compliance, Assurance & Risk Management



- Act as the primary operational lead for ensuring compliance with the Procurement Act 2023, organisational procurement policy, transparency obligations, and contract-management requirements.
- Conduct assurance checks on service-area contract managers to ensure adherence to contract terms, KPIs, SLAs, and reporting obligations.
- Provide specialist commercial advice on variations, modifications, extensions, terminations, and performance management.

7. Support to Procurement Activities

- Provide governance assurance for tender moderation meetings, including formal note-taking to support compliant decision-making and supplier feedback.
- Support portal management and procurement process oversight as deputy to the Head of Procurement & Contracting.
- Contribute to route-to-market decisions, risk assessments, and publication of notices for high-value procurements.

8. Stakeholder Engagement & Advisory Support

- Provide proactive support to all service areas regarding contract management responsibilities, compliance expectations, and reporting requirements.
- Support delivery of market engagement activities as required.
- Provide training to service areas on contract management, transparency requirements, templates, governance processes, and statutory reporting obligations.

Deputise for the Head of Procurement & Contracting, including attendance at key governance meetings, providing advice, and supporting oversight of the procurement function.

This role operates as a central assurance and governance function, ensuring that contract management across the Authority is delivered in line with legislative, policy, and audit expectations. Service areas retain operational ownership of their contracts, but the Procurement Contract Manager maintains oversight, challenge, and reporting.

PERSON SPECIFICATION

Qualifications & Knowledge

Essential:

- Degree-level qualification in business, procurement, law, commercial management, or equivalent experience.
- Strong understanding of public sector procurement regulations (PA23, PCR2015).
- Demonstrable experience in contract management, governance, and compliance.



- Detailed understanding of statutory reporting, notice publication requirements, transparency obligations, and central register management.
- Knowledge of financial oversight, spend monitoring, and budgetary controls.

Desirable:

- CIPS or IACCM/WorldCC accreditation.
- Line management or matrix supervision experience.

Experience

- Extensive experience in public sector contract management, performance reporting, and supplier governance.
- Experience in supporting procurement activities, including tender moderation and compliance checks.

Behaviours

Strategic & Analytical

- Ability to interpret legislation and translate it into operational practice.
- Strong problem-solving skills with the ability to challenge non-compliance.

Communication & Influence

- Drives consistent contract management behaviours across the organisation by challenging, directing and influencing senior stakeholders and service leads to adopt compliant and effective governance practices.
- Strong written and verbal communication skills, capable of producing governance-ready reports.

Professional Behaviours

- Resilient, adaptable, and able to manage political and organisational pressures.
- Upholds integrity, transparency, and ethical procurement principles.

Other

- Political and organisational awareness, with an understanding of how procurement and contract decisions operate within a combined authority and statutory governance environment.
- High standards of integrity and probity, particularly relating to transparency obligations, conflicts of interest, and fair supplier treatment.
- Strong commitment to data accuracy and stewardship, recognising the statutory importance of procurement and contract transparency data.
- Ability to handle sensitive and commercially confidential information in line with information governance policies.
- Commitment to continuous improvement, proactively identifying opportunities to strengthen contract-management governance and compliance across the organisation.