

CARE HOME CONTRACT OFFICER

Commercial and Assets - Commercial



Corporate Services – Commercial and Assets Commercial		
Post Title	Grade	Role Type
Care Home Contract Officer	6	

Our Vision – A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes – Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values – Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and citizens
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service and the Role

The Commercial Team plays a key role in supporting the Council to select, award and manage contracts for the supply of goods, services and works. The team plays an active role in driving down spend and striking the best contractual terms with suppliers, and in developing our organization's ability to think and act in the commercial interests of the Council and the people it serves. The Council's corporate strategy pledges to deliver value for money for residents and businesses and live within our means. A strong commercial approach involves understanding and shaping the Council's spend, having robust commercial processes in place, maintaining effective relationships with suppliers and helping the Council to get upstream of and make evidence-based commissioning decisions.

The **Care Home Team** has responsibility for the management of approximately 600 contracts with external providers of residential and nursing care home services to Staffordshire citizens with a gross annual cost to Staffordshire County Council of £143 million. The Care Home Team will provide advice and support primarily to adult Care Commissioning teams. The Care Home Team will also provide contractual advice regarding care home services to Staffordshire County Council's Finance Team and to its partners at Midlands Partnership Foundation Trust. The Care Home Team will play a key role in the selection and award of care home service providers and in assisting Care Commissioners to secure the delivery of definable outcomes for citizens within available resources to achieve best value for money.

Responsible to: Care Home Contracts Team Lead / Care Home Contract Manager
Responsible for: N/A

The Care Home Contract Officer is responsible for:

1. Responsible for evaluating applications made through the electronic portal from potential new providers of care home services, including scrutiny of information supplied against regulator, Companies House and financial assessor websites to ensure that both Public Procurement regulations and the Council's procurement rules are adhered to.
2. Production and completion of legally binding high quality residential and nursing contract documentation.
3. Responsible for creating accurate financial records which will be used by various teams and systems to create financial information to allow a provider to trade with the Council.
4. Responsible for accurately maintaining up to date provider financial data and liaising with the Finance Team to ensure payments are made to the correct provider through the Council's financial management system.
5. Maintain and input into a variety of contractual databases and associated systems (including the Council's case management system) to ensure contractual information is up to date and accurate.
6. Responsible for the provision of information on current contracted providers and market trends for use by colleagues and partner agencies.
7. Processing formal variations (either by agreement or unilateral) of contracts, including the review of requests received from providers, review of new data from Companies House or financial assessor websites requiring variation, acting on instructions from Commissioners, and exercising due diligence, prioritising, issuing and completion of variation documents.
8. Support the continuous service improvement of the Care Home Team by working with team members in the development and testing of new processes and procedures.
9. Responsible for responding efficiently and effectively to both verbal and written enquiries, liaising with internal teams, partner organisations, providers and citizens/users of services. Advise and support the Brokerage, Finance and Commissioning Teams with accurate and robust contractual responses to queries in a timely way.

10. To keep up to date with current local authority policies and procedures and national legislation.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.





Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Minimum Criteria for the disability confidence scheme*	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Educated to a NVQ Level 3 or equivalent relevant experience in the fields of contract management and/or adult social care 	<p>A/I</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Experience of working in a social care and health / commissioning organisation Experience of managing conflicting deadlines, working to tight timescales and performing effectively under pressure Experience of using ICT systems such as electronic case management system(s), electronic tendering portal(s) financial management system(s), Microsoft Office Demonstrable experience in understanding and interpreting information from a variety of sources Understanding of contract management and procurement and performance processes An understanding of current demands and challenges in health and social care Experience of working with financial information Experience in the identification and resolution of problems Understanding of principles of Data Security and Cyber Security 	<p>A/I A/I A/I/T A/I/T A/I A/I A/I A/I</p>
 	<p>Skills</p> <ul style="list-style-type: none"> Demonstrable analytical and numerical skills Demonstrate excellent interpersonal and communications skills both written and verbal Demonstrable computer literacy skills with the ability to operate databases, spreadsheets and word processing software Ability to pay close attention to detail and accuracy Ability to maintain professionalism when faced with challenges Ability to prioritise and respond positively to changes in work allocation at short notice Ability to make sound judgements and recommend appropriate course of action Ability to manage a range of issues and conflicting demands linked to tight and unexpected deadlines Ability to work efficiently with minimal supervision and able to manage and prioritise own workload Ability to work effectively and flexibly with people from a wide range of disciplines, within all of the Council's Directorates, partner agencies and statutory agencies Demonstrate a commitment to personal and professional development 	<p>A/I/T A/I A/I/T A/I/T A/I A/I A/I/T A/I A/I A/I</p>

	<ul style="list-style-type: none">• Be a team player who is willing to support others and cover additional areas of work as and when necessary• Ability and commitment to support the Council's goals regarding Equality and Diversity	A/I A/I
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**