

<b>Job Family:</b>	<b>Partnership &amp; Commissioning - Front Line–Professional knowledge</b>	<b>Grade:</b>	<b>8</b>
<b>Job Title:</b>	<b>Contract and Performance Officer</b>	<b>Directorate:</b>	<b>EH&amp;R</b>
<b>Date:</b>	<b>September 2019</b>	<b>Version:</b>	<b>1.1</b>

### **Brief Description of job role and department**

This role is with the Environment Strategy team. We lead on environmental sustainability and delivery of the council's environment strategy. We manage the council's waste disposal contract, textile banks contract and household reuse and recycling centre contract. We manage performance and risk for our department, Environment, Housing & Regeneration, respond to environment-related consultations and provide data analysis, and write funding bids to secure funding to deliver projects.

This role is focused on contract management for the waste disposal, textile banks and recycling centres. The postholder is responsible for the waste disposal budget, which involves profiling of waste tonnages and costs, and then monitoring and reporting on progress throughout the year to inform financial predictions. The postholder leads on performance and risk monitoring for the Environment, Housing and Regeneration department, and will produce and present monthly performance reports to the directorate management team, as well as prepare committee reports and present performance information to members.

There may also be opportunities to get involved in project work, particularly relating to waste management.

### **Representative accountabilities**

- Contract manage the waste disposal contract, recycling centre contract and textile banks contract.
- Monitor and profile tonnage data and financial spend throughout the year to inform financial profiling and submit the council's quarterly Waste Data Flow return.
- Maintain good relationships with contractors, the South London Waste Partnership, colleagues and other partners to secure excellent value for money for contracts and budgets.
- Produce monthly performance reports for directorate management team, and prepare information for committee performance sessions.

### **Budgetary accountabilities**

- Responsible for monitoring the waste disposal budgets, including approving invoices, monitoring spend, forecasting and preparing for year-end and accruals.

### **Specific accountabilities**

- Attend contract, finance and communications meetings on behalf of the council, maintaining good relationships with contractors, neighbouring boroughs and the South London Waste Partnership, and ensuring clear channels of communication.
- To assist in the formulation of policy, strategy and procedures and the

delivery and implementation of these meeting legislative requirements.

- Monitor and profile tonnage data and financial spend throughout the year to inform financial profiling and submit the council's quarterly Waste Data Flow return.
- Analyse waste tonnages to provide accurate information about the performance of the borough's recycling rate and contracts, including modelling scenarios and responding to data requests
- Undertake year end financial preparations and accruals.
- Produce monthly performance reports for directorate management team, and prepare information for committee performance sessions.
- Respond to complaints, FOI requests and member enquiries in a prompt and courteous manner and update relevant web pages as needed.
- Line management of an apprentice.

#### **Role Profile - Details Specific to Job Family**

These roles focus on working in partnership with the community to identify outcomes and then to work with third parties and the community itself to design and commission services to best meet the needs of the citizens and communities in Sutton. These roles are accountable for the outcomes, but jointly with partners and often with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results.

At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

#### **Role Profile - Details Specific to Grade**

Will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. Will be dealing with complex problems and issues within the boundaries of technical or professional skill and knowledge. Will make recommendations on procedural improvements and other initiatives to enhance team performance.

Roles requiring a level of professional expertise to work with delivery partners to ensure the delivery of a service.

#### **Person specification (knowledge, skills, experience and behaviours required in the role)**

- Experience of and confident working with complex data sets, spreadsheets and finances (essential).
- Ability to interpret, analyse data from different sources to produce meaningful information (essential).
- Experience of financial profiling / forecasting (essential).
- High level of IT literacy including Microsoft and Google applications (essential).
- Able to work independently, takes the initiative and can propose ideas for improvement (essential).
- Able to work to deadlines with good time management skills (essential).
- Strong partnership working skills and willingness to work collaboratively (essential).
- Strong verbal and written communication skills (essential).
- Knowledge or experience of the local authority waste management sector (desirable).

- Experience of contract monitoring including overcoming barriers and problems in a flexible way (desirable).
- Experience of working with other local authorities in partnership arrangements (desirable).
- Experience of using Waste Data Flow to submit returns (desirable).
- Interest in the environment, sustainability and waste management, and willingness to work in an environmentally-friendly way (desirable).

#### **Mandatory Accountabilities for all staff**

- The post holder may be required to work at any Council site.
- The post holder will carry out their duties in accordance with the borough's Equalities and Diversity policy and all other borough and departmental policies
- To undertake such additional duties as are reasonable within the responsibilities of the post and which the line manager may require.
- This job description describes responsibilities as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future
- All staff have a responsibility to participate in a Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.
- Ensure all health and safety standards are adhered to for the relevant work area
- Apply diversity and equal opportunities policies in the workplace.