

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Contract Officer
<b>MANAGED BY:</b>	Senior Contract Manager
<b>GRADE:</b>	7

### ROLE OVERVIEW

The Contract Officer provides operational and analytical support to the Contract Management team, ensuring contracts are administered, monitored and reported effectively in line with the West of England Mayoral Combined Authority's (the MCA) Contract Management Framework.

Working under the direction of a Senior Contract Manager, the role supports contract performance monitoring, governance processes, systems administration and reporting, helping ensure contracts deliver value for money and comply with internal and statutory requirements.

This role is a key development position within the Contract Management career pathway.

### KEY RESPONSIBILITIES

#### Contract Management Support

- Support Contract Managers in the day-to-day management of contracts, including performance monitoring, issue tracking and supplier engagement.
- Maintain accurate and up-to-date contract records, approvals and documentation within commercial systems and SharePoint.
- Support the preparation of contract management plans, performance reports, dashboards and governance papers.
- Coordinate contract variations, approvals and compensation events in line with agreed processes and service standards.

#### Data, Systems and Reporting

- Manage contract data within the MCA's commercial systems, ensuring completeness, accuracy and audit readiness.
- Produce routine and ad-hoc reports on contract performance, spend, risk and compliance.
- Support continuous improvement in contract data quality and reporting capability.

#### Governance and Compliance

- Support adherence to Contract Standing Orders, procurement regulations and internal controls.

- Assist with audit activity, information requests (including FOI) and governance reviews, escalating issues where appropriate.
- Identify risks or issues within contract data or processes and escalate to the Contract Manager.

### Team and Capability Development

- Contribute to the consistent application of contract management tools, templates and processes.
- Support knowledge sharing and best practice within the Contract Management team.
- Act in accordance with MCA's values, maintaining effective working relationships with colleagues and suppliers.

## PERSON SPECIFICATION

### ESSENTIAL

#### Qualifications and Knowledge

- Educated to A-level standard or equivalent, or demonstrable relevant experience in a contract, procurement or commercial support role.
- Working knowledge of public-sector procurement and contract governance frameworks.
- Understanding of contract management principles and the commercial lifecycle.

#### Experience

- Experience supporting contract, procurement or commercial activity within a complex organisation.
- Experience handling data, reporting and governance documentation.
- Experience working with multiple stakeholders in a regulated environment.
- Strong IT skills, including Microsoft 365 and document management systems.

#### Skills and Competencies

- Highly organised with strong attention to detail.
- Analytical and comfortable working with data and reporting tools.
- Clear written and verbal communication skills.
- Ability to manage competing priorities and meet deadlines.
- Professional, collaborative and customer-focused approach.

### DESIRABLE

- Working towards, or willingness to work towards, a relevant professional qualification (e.g. CIPS Level 3/4).
- Exposure to NEC4 or other standard forms of contract.
- Experience within local government or the wider public sector.
- Awareness of social value and sustainability considerations.