



Job Title: Contract Co-Ordinator (Fixed term to March 2019)	Pay Grade: £24,757
Normal Place of Work: Specified HCUK Resourcing site with travel to other sites as and when required	Line Manager: Contract Manager
Role Summary: <p>This post will assist the Contract Manager to achieve significant financial and delivery outputs on the ESF Skills Support for the Workforce contract across the Yorkshire and Humber region.</p> <p>Supporting the SSW contract management, administration and claims processes in order to meet Senior Management, Local Enterprise Partnership and Managing Authority expectations.</p> <p>This role demands a highly motivated and enthusiastic individual, with excellent communication and networking skills and a high attention to detail.</p> <p>Strong IT skills are essential, coupled with a professional attitude and desire to exceed contractual targets.</p>	

Principal Accountabilities:

1. To support the Contract Manager in the delivery of the SSW contract, utilising HCUK Resourcing procedures and monitoring all aspects of contract delivery in the region.
2. To regularly review management information and report on internal and external performance against the contract deliverables/ outputs.
3. To ensure contract delivery adheres to all ESF Eligibility criteria, quality and compliance requirements by monitoring and analysing the effectiveness of all contract documentation via PICS system.
4. Set up and maintain the administrative systems for effective and efficient contract management including stakeholder communication, performance monitoring and file / records management.
5. Support day to day contractual monitoring, identifying and initiating remedies to support the provision of service and delivery in line with agreed profiles and budgets and produce comprehensive reports on performance and contractual compliance.
6. Monitor delivery partner and direct delivery performance to ensure all agreed deliverables are achieved within the required timescales.

7. To support any internal and external audit/inspection requirements from the Managing Authority. Liaising and supporting with auditors and the relevant external partners as required.
8. To liaise with funding bodies and all key stakeholders on a regular basis, maintaining a professional and positive representation of the contract and HCUK Resourcing at all times.
9. Provide prompt responses to contractual and funding queries, minimising delays in business engagement and training delivery.
10. To support all data returns and claims processes to the managing authority, ensuring accuracy and integrity of data in all times.
11. To keep updated and ensure all parties are kept fully informed with regards to funding requirements, changes in legislation and contract eligibility requirements.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Contracts Manager	To work closely with Contract Manager and external funding team to ensure successful management of the contract across the region.
• Delivery Partners	Build strong links with delivery partner teams to ensure exemplary levels of service and support are provided.
• External stakeholders and funding bodies	To develop and maintain productive relationships with internal/external stakeholders and funding bodies.

Generic Responsibilities

- To represent and promote the HCUK Resourcing both internally and externally
- Ensure that HCUK Resourcing and its internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the service level agreement
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with HCUK Resourcing policies
- Promote innovation
- To undertake other duties commensurate with the job level

Person Specification – Contract Co-Ordinator

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE Maths and English (or equivalent) with a minimum Grade C.	✓		AF/Cert
Level 4 qualification		✓	AF/Cert
IT qualification		✓	AF/Cert
Evidence of commitment to personal development and continuous improvement	✓		AF/IV
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent and relevant experience of working in a similar role	✓		AF/IV
Successful track record of managing and developing management information systems to achieve deliverable KPIs, business and financial success.	✓		AF/IV
Evidence of achievement of contractual performance, quality and compliant targets.	✓		AF/IV
Understanding of government funded programmes.	✓		AF/IV
Knowledge and experience of funding rules, contract guidance and eligibility requirements.		✓	AF/IV
Knowledge and experience of PICS		✓	AF/IV
Experience of working with sensitive data and operating in accordance to the Data Protection Act.	✓		AF/IV
SKILLS AND ABILITIES			
Excellent verbal and written communication skills	✓		AF/IV
Excellent planning, organisation and prioritising skills	✓		AF/IV
Excellent interpersonal and networking skills, with the ability to communicate to key stakeholders at all levels	✓		AF/IV
Good analysis, problem solving and decision making skills	✓		AF/IV
High accuracy and attention to detail	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AF/IV
Ability to work flexibly, including evening and weekend work as and when required	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview