

Kent County Council

Job Description: *PFI Contracts Manager*

Directorate:	Strategic and Corporate Services
Unit/Section:	Infrastructure (Property Operations)
Grade:	KR12
Responsible to:	Head of Facilities Management

Purpose of the Job:

To effectively manage the Private Finance Initiative (PFI) contracts, reporting to the Head of Facilities Management. This will include the commissioning of Total Facility Management (TFM) services and other FM contracts to ensure that services are delivered to the required time, cost and quality, as defined in the contract.

Main duties and responsibilities:

- Management of the defined processes set out in operational contracts to deliver best value for KCC and its stakeholders. Understanding and managing the “balance of risk” between the Stakeholders and the supplier to ensure that the supplier fulfils all duties and takes all ownership required.
- Be accountable for the effective monitoring of contracts, highlighting and managing any performance issues through holding performance review meetings with suppliers and agreeing remedies for poor performance, where appropriate, and making deductions to the Unitary Charge as applicable. Liaise with KCC Finance in approving payments to the contractor and any payment deductions in accordance with the Project Agreements and/or the Governing Body Agreements.
- Develop, monitor, maintain and produce reports on contracts as required by the Head of Facilities Management.
- Effective liaison with all schools, Government bodies, Members and other key stakeholders and customers regarding operational contracts. Ensure formal contract governance and foster good working relationship with School Representatives and Service providers.
- In conjunction with the Head of Facilities Management, preparation and delivery of any required presentations or reports for Members and Senior Officers.
- Act as the Authority’s Representative where appropriate in formal liaison with the contractor(s) escalating any issues as appropriate.

- Lead the management of contract benchmarking and market testing during the life of all operational contracts and to develop processes and systems to ensure continued value for money.
- Undertake reviews of future operational contracts or contract extensions/preprovision, during the feasibility/scoping and specification stages

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

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Person Specification: *PFI Contracts Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Recognised national qualification ideally to a degree level in Business Administration or equivalent experience• Relevant qualification or equivalent experience• H&S qualifications such as IOSH managing safely
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a project and office environment• Experience of contract monitoring• Experience of managing PFI, TFM and/or other similar contracts
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Commercial acumen• Excellent written and communication skills• Ability to converse with individuals at all levels of seniority and from different disciplines• Ability to use initiative and the ability to find and develop creative solutions to problems• Good IT skills, proficient in the use of Microsoft office applications including Word, Excel and PowerPoint• Negotiation skills• Report writing
KNOWLEDGE	<ul style="list-style-type: none">• PFI contract and TFM contract documentation• Procurement regulations• Statutory Compliance and regulations relating to Facilities Management• Application of KPI and payment mechanisms within PFI

<p>BEHAVIOURS AND KENT VALUES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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