

## Contracting Specialist

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**Department:** Chief Operating Office

**Division:** Commercial Services

**Reports to:** Commercial Hub Lead

**JE Reference:** COO1010

**Grade:** 10

### Job purpose

Support Commercial Services with the design and development of commercial contracts, providing advice and guidance where required

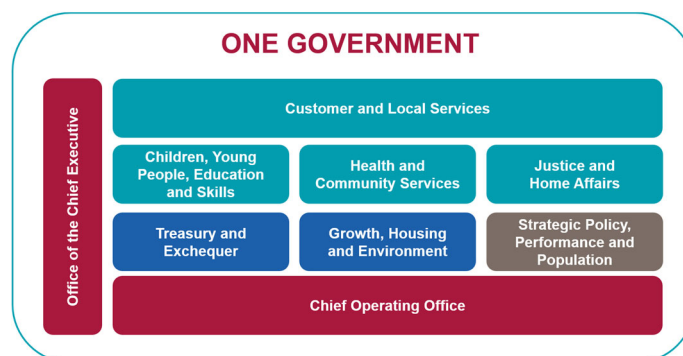
### Job specific outcomes

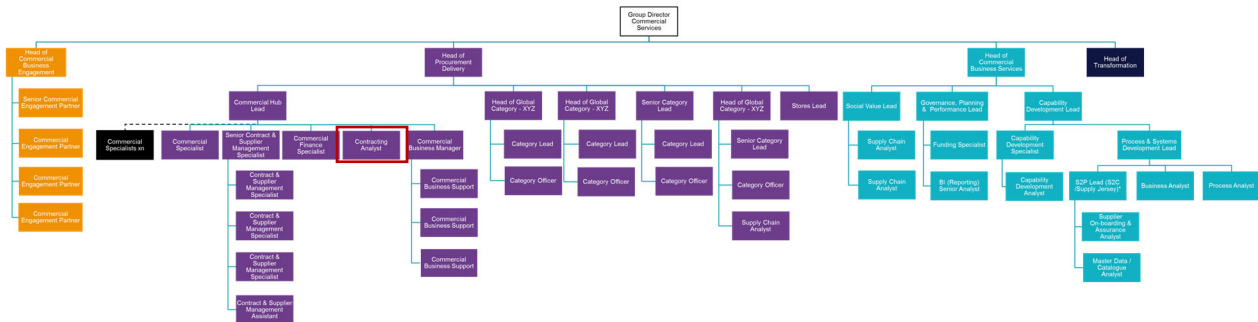
- Provides contracting support for the Commercial, Category and Supplier Management teams. Reviewing, designing, developing and implementing contracts in line with the contract management framework to effectively implement and manage contracts
- Supports the development of innovative contracting models that deliver customer outcomes and support the delivery of sustainable social value and collaborative relationships whilst minimising commercial risk
- Provides support to Commercial Services for major contractual negotiations and dispute resolutions
- Supports the administration of the contract database, ensuring the database is up to date. Supports the creation of monthly reports to Commercial Services and the wider organisation that highlight and flag renewals and any outstanding assurances. Working with stakeholders to identify any training needs and address areas of non-compliance
- Supports the delivery of contract management in line with procurement law and ethical practices. Complying with government procurement policies and supporting opportunities to deliver value for money through improved process and ways of working
- Works with stakeholders to ensure the contract management strategies and plans continue to support delivery of GoJ objectives and take account of market developments and support them in the exit or transition of existing contracts
- Ensures appropriate consideration and allocation of risk, with effective protection and mitigation strategies for GoJ
- Is the main point of Commercial liaison for the Jersey Law Office
- Promotes knowledge of contracting and legal best practice across Commercial Services

## Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

## Organisational structure





## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Law administration experience</p> <p>Holds or is working towards NALP Paralegal practice award (or equivalent)</p>	
<b>Knowledge</b>	<p>Knowledge of business engagement, stakeholder management and influence to drive improved ways of working</p> <p>Strong knowledge of contract law, commercial legal provisions and processes, coupled with the skills to use this knowledge to draft and manage appropriate contracts</p> <p>Knowledge of Jersey specific laws and applying these in contracts</p> <p>Experience of working within a commercial environment</p>	<p>Understanding of the Jersey political landscape (how things get done)</p> <p>Understanding of the Government Plan</p> <p>An appreciation of the Team Jersey and One Government vision.</p>
<b>Technical / Work-based Skills</b>	<p>Excellent research and investigation skills coupled with the ability to bring together and articulate the business context and understanding of the business priorities and objectives</p> <p>Ability to monitor and manage performance against the legal obligations of contracts, KPIs and SLAs; escalating issues and breaches</p> <p>Ability to identify and manage contractual risks within contracts and action/escalate any priorities appropriately</p> <p>Awareness of different negotiation strategies and tactics and the ability to support and coach range of stakeholders on the subject</p>	

<p><b>General Skills/Attributes</b></p>	<p>Demonstrates capability and capacity for critical thinking and problem solving coupled with the ability to apply this insight in a practical and engaging manner</p> <p>Demonstrable capability to troubleshoot and collaboratively resolve problems that occur throughout the commercial lifecycle</p> <p>Exceptional communication skills, both spoken and written, with the ability to communicate complex information clearly to a wide range of stakeholders</p>	
<p><b>Experience</b></p>	<p>Experience of supporting the drafting, negotiation and administration of contracts. Ensuring they are fit for purpose and minimise commercial risk to the contracting organisation</p>	

**Core Accountabilities, Attributes and Behaviour Indicators**

**Delete as appropriate:**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.