

# JOB DESCRIPTION

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| **Post Title:** | Contract & Reviewing Officer | **Department / Service:**  | Regulatory and Housing Services |
| **Hours:** | 37 | **Level:** | G05 |
| **Location:** | Civic Offices, Colwyn Bay | **Job Evaluation Number:**  | SL2017 |
| **Responsible to:** | Housing Support Grant Lead Officer | **Responsible For: (Staff)** | None |

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| **Job Purpose:** |
| * To monitor and review contracts for Housing Support Grant Programme funded projects in the Borough in line with Housing Support Grant Programme Guidance thus ensuring service quality, value for money and contract adherence. The Housing Support Grant Programme is a complex and extensive programme providing housing related support across all vulnerable groups in the Borough.
* Work will be carried out in a context where policy and practice can change at short notice in response to the programme imposed by the Welsh Government or in response to changes in the Local and / or Regional Housing Support Grant Programme.
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| **Duties and Responsibilities - Job Specific** |
|  | To review all Housing Support Grant Programme contracts within the appropriate timescales and to maintain proper records both electronically and paper. |
|  | To carry out quality monitoring of all Housing Support Grant Programme contracts on an on-going basis and to collate information through use of electronic and paper records. |
|  | To write comprehensive review reports, which include recommendations for change and improvement. |
|  | To liaise with the Welsh Government, providers, service users and other stakeholders in carrying out all contact reviews. |
|  | To follow up review action plans and support providers in delivering service changes agreed through reviews. |
|  | To ensure contract adherence, serving non-compliance notices where necessary and amend contracts as appropriate. |
|  | To network and consult with key stakeholders as appropriate. |
|  | To contribute to the production of both the Local and Regional Commissioning Plans and to deliver reports as requested. |
|  | To participate in meetings and chair as appropriate. |
|  | To provide training and guidance to Providers as appropriate. |
|  | To liaise with social services Reviewing and Monitoring staff as appropriate. |
|  | To make payments to Providers for services provided in line with contract requirements and maintain accurate and appropriate paper and electronic records |
|  | To analyse quarterly monitoring forms and provide appropriate reports |
|  | To analyse and ensure mandatory outcomes forms are completed and provide appropriate reports locally and regionally. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Contract & Reviewing Officer**

**Date: November 2022**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Educated to degree standard or equivalent or other specific qualification that is relevant to and appropriate to the role. | AF, V | E |  |
| Knowledge of grant funding processes e.g. Housing Support Grant  | AF, I | E |  |
| Knowledge and understanding of contracts, with the ability to monitor and review  | AF, I | E |  |
| Excellent communication skills (written and oral), to communicate effectively with colleagues, service users and partner organisations | AF, I | E |  |
| Good IT skills with the ability to use a range of IT software packages, including Word and Excel | AF, I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| ***Supervision & Management*** | High level of self-motivation and able to act on own initiative. | AF/I | E |  |
| Ability to prioritise and meet deadlines. | AF/I | E |  |
| Ability to analyse information. | AF/I | E |  |
| Ability to write and present clear and concise reports. | AF/I | E |  |
| **Contacts &** **Relationships** | Good interpersonal skills to work with Council staff, elected members, outside organisations and the public | AF/I | E |  |
| Ability to work alone and in a team environment with the strength of character to negotiate with others | AF/I | E |  |
| **Decisions / Recommendations** | Confidence in making decisions. | AF/I | E |  |
| Confidence in communicating difficult decisions both verbally and in written format | AF/I | E |  |
| **Resources** | Ability to manage sensitive information both electronically and in paper form. | AF/I | E |  |
| **Physical Demands** | Ability to travel inside and outside the County to undertake duties. | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)