

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

About the department

The National Safeguarding Team supports churches, dioceses, religious communities, cathedrals and other Church bodies to make the Church of England a safer Church for all. It aspires to be a centre of excellence for safeguarding that creates a consistent culture of safety, trust and respect across the Church and beyond. The team is responsible for oversight of the Church's safeguarding policy, as well as safeguarding learning and development. The team manage complex and high-profile safeguarding casework, including that relating to senior clergy. Team members oversee the provision of support to victims and survivors of abuse, as well as supervising and quality assuring regional networks of safeguarding professionals. The team is supported by a Programme Office and a highly skilled business support team.

What you'll be doing

The purpose of this role is to provide oversight, management and reporting and manage supplier relationships for all supplier contracts in the National Safeguarding Team.

MAIN DUTIES AND RESPONSIBILITIES

Senior Contract Manager Role Description

Contract Management:

- Operational Ownership of the four high profile contracts: TES, Redress, Safe Spaces, and INEQE
- Line management of the contract management team staff
- Develop and maintain NST wide contract management approach and plan
- Develop and maintain NST wide contract management guidelines that will include
 - Dispute management
 - Handover/transition planning/management if suppliers change
 - Dependencies management (when to engage with any external or Church wide/NCIs relevant experts – Legal, HR, Data Services, Finance, IT, etc)
- Develop and maintain Contract Management Comms plan in line with or as a part of the NST Comms Plan
- Survivor engagement - making sure that this is done in line with the commitments agreed with the supplier - either by facilitating access for the supplier to NST survivor engagement channels or by overseeing NST delivery of survivor engagement, depending on terms of contract.
- Develop and maintain business continuity plan
- Project manage Contract Monitoring Groups
- Partake in the review, analysis, and renewal of the contracts
- Create a contract management system to simplify the workflow related to contracts
- Plan trustee reporting milestones against the NCIs governance cycles
- Operational force majeure planning
- Undertake weekly review of progress, budget, resources, and forward planning
- Manage resource allocation and capacity
- Impart legal advice and resolve issues legally for those who are involved in the contract
- Managing and reporting on budgets for all contracts, develop business cases where relevant to seek additional funding (Redress - £150m; INEQE - , TES - £200k annually, INEQE - , Safe Spaces – circa £200k a year
- Lead procurement initiatives where relevant
- Lead on contract negotiations where appropriate
- Provide expertise on the topic of the contract
- Escalate strategic risk to trustee bodies and manage the mitigation planning and implementation
- Participate in internal and external meetings and ensure the production of accurate records of any discussions and actions
- Change control

Governance/Reporting

- Manage contract monitoring groups
- Supplier performance reporting to monitoring groups and to relevant governance bodies (NSSG, AC, HoB...)

- Produce and analyse progress reports, updated costs, and forecasts
- Monitor and report as required to support or assure service delivery

Performance Review

- Ensure contracts deliver on agreed KPIs (Key performance Indicators) and any corrective measures are implemented as necessary
- Establish and promote contract management best practice in NST
- Liaise with Research & Evaluation to commission product performance reviews to feed into governance reports
- Ensure that all parties adhere to the policies and regulations made in the contract

Market Management

- Market intelligence is used to maintain an understanding of the market and of alternative suppliers to inform benchmarking, contingency planning, and strategies for future delivery. Exit planning and a strategy for when the contract ends is put in place in a timely manner and includes input from the contract manager.
- The capacity and capability of potential suppliers is analysed and linked to wider contract management pathway. There is ongoing evaluation of emerging technologies and practices, and identification of opportunities from both immediate and parallel market sectors. Market making is undertaken where appropriate to stimulate competition and ensure that requirements can be delivered by the market.

Personal Spec:

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Good working knowledge of contract conditions, programme and risk management, and cost control including forecasting, actual cost, and value reporting.
- Excellent practical knowledge of applying project and change management methodologies to achieve best results in negotiations and relationships management

Skills & Abilities:

- Excellent people management skills with the ability to influence and mentor.
- Excellent verbal and written communication skills, with both customers and all levels of staff

- Strong conflict management and resolution skills
- Great attention to detail
- Strong negotiation skills
- Good resilience to work under pressure

Qualifications & Training:

- 5+ years' experience of leading procurement process for high value contracts (£1m and over) for several multi-disciplinary projects in a Senior Project Manager or Senior Contract Manager roles.

Desirable

- High level knowledge of all 4 contracts and objectives of supplier services
- Knowledge of NCIs procurement and project management methodology and process

Vacancy Summary

JOB TITLE:	Senior Contract Manager
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	National Safeguarding Team
GRADE:	Band 2 Standard Point
SALARY:	£68,999
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Westminster
HYBRID WORK ARRANGEMENTS:	Approximately 1-2 days per week expected in the primary office location
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term 5 years
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103552
COST CODE:	22381
PARENT POSITION:	8017796