An opportunity has arisen for an experienced Contracts Manager to work as part of an integrated employment and business service to make a positive difference to the citizens of Birmingham and the region particularly the employment of young people.

Youth Promise Plus is a project that will support up to 16,000 young people aged 16 – 29 in Birmingham and Solihull to move into jobs, apprenticeships, training or education. The project is delivered in partnership with a range of partners, including Solihull Council, Princes Trust and a consortium of health employers including University Hospital Birmingham, as well as a range of contracted providers. The project is now in its second full year of delivery and will be completed by the end of July 2018.

We are looking to recruit an individual who has extensive experience of account managing a wide range of contracts, particularly in relation to European Funding. Your will be responsible for ensuring compliant delivery and alignment across a portfolio of contracts to ensure the best outcomes for the young people.

You will be required to support the Project Manager to prepare and respond to project audits, and undertake activities to support effective performance management and data analysis to ensure effective performance management.

You will be joining a team of highly motivated individuals working together to successfully deliver a project that will deliver opportunities for young people across Birmingham and Solihull, and have experience of working with a wide range of partners.

For informal enquiries please contact:

Tabriz Hussain on 0121 675 7581 Tabriz.hussain@birmingham.gov.uk

Ref: EC2672017

Closing date: 5 September 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Economy Directorate

Job Description

JOB TITLE: Principal Employment Officer (Contracts)

GRADE: GR5

DIVISION: Employment

PURPOSE OF JOB:
Work as part of an integrated employment and business service to make a positive difference to the citizens of Birmingham and the region particularly the employment of young people.

- Support the management of delivery of the Youth Employment Initiative (YEI) Youth Promise Plus Project in Birmingham and Solihull
- Account manage a wide range of commissioned providers and Delivery Partners to ensure compliant delivery, alignment of activity, as part of the wider YEI project management team
- Undertake activities to support effective performance management and continuous service improvement and sharing of best practice.

DUTIES AND RESPONSIBILITIES

Account manage a portfolio of delivery partners

- Support the commissioning of activity through appraisal, approval and contracting arrangements
- Develop and maintain effective relationships and partnership arrangements with contract holders and Delivery Partners
- Establish and maintain robust project management systems
- Maintain, produce and report management and impact information
- Manage, monitor and evaluate activity
  - Respond to and/or advise commissioned providers and Delivery Partners as necessary.
  - Represent the council in meetings as required.
  - Direct or convene project or initiative-based groups as required to agree and deliver appropriate actions
- Oversee financial and performance management of projects and contracts, identifying risks and remedial actions
- Ensure compliance of contracts, service level or partnership agreements.

Effective Performance Management

- Support the Project Manager in preparation for and response to project audits in accordance with internal, government and EU guidelines, ensuring that the general and specific ESF funding conditions are met.
• Support the project Manager to undertake activities to support effective performance management, data analysis, research and evaluation to enable continuous service improvement and sharing of best practice.

• Prepare reports, briefings, presentations and publicity material on all aspects of the project as required.

• Provide briefings / publicity material for a wide range of stakeholders, including senior officers and elected members Undertake staff and resource management responsibilities as required.

• Act as a point of contact for employers, service users and internal and external partners and stakeholders.

• Undertake or commission evaluations as required

Other duties

• Supervise, develop work programmes and direct the work of staff, students and work experience beneficiaries on an agreed basis.

• Such other duties as may reasonably be required from time to time commensurate with the grade.

RELATIONSHIPS

<table>
<thead>
<tr>
<th>Title of job to which this normally reports</th>
<th>Number and nature of employees supervised</th>
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| YEI Project Manager                       | Other staff as may be required by the duties of the job.

PHYSICAL CONDITIONS (Work locations, hours etc.)

Location – Lancaster Circus but may entail relocation within Birmingham

Flexible working hours

Attendance at meetings and other activities that fall outside normal office hours will be required

SPECIAL CONDITIONS

Fixed Term Contract

*This post is part funded by the European Social Fund/Youth Employment Initiative*

CONTACTS

<table>
<thead>
<tr>
<th>Internal and External Contacts</th>
<th>Reason for contact</th>
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<tbody>
<tr>
<td>ESF Managing Authority, Local Authority (Birmingham and Solihull) Senior Managers, Delivery Partners, Elected Members; Contractors Employers, Training organisations; Members of Parliament and Government Officials; Service Users; Members of the Public</td>
<td>Contact required in order to carry out the duties of the post.</td>
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</table>
Economy Directorate
Person Specification

Method of Assessment (M.O.A.) A. = Application Form; I = Interview; T. - Test or Exercise; C. – Certificate; P. – Presentation.

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>Educated to degree level or equivalent</td>
<td>A/C</td>
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<td>NB: Full regard must be paid to overseas qualification</td>
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<tr>
<td>Experience/Knowledge</td>
<td>• experience of Project Management and delivering projects on target and within budget</td>
<td>A/I</td>
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<tr>
<td>(Relevant work and other experience)</td>
<td>• experience of funds management</td>
<td>A/I</td>
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<td></td>
<td>• experience of procurement and commissioning processes</td>
<td>A/I</td>
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<td></td>
<td>• experience of relationship management within the context of delivering a multi-agency project</td>
<td>A/I</td>
</tr>
<tr>
<td>Skills &amp; Ability</td>
<td>• Knowledge of project management techniques</td>
<td>A/I/T/P</td>
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<td>E.g. written communication skills, dealing with the public etc.</td>
<td>• Proficient in use information and communication technology</td>
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<td>• Financial management skills</td>
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<td>• Performance Management Skills</td>
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<td>• Contract management</td>
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<td>• effective written and verbal communication skills</td>
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<td>• Effective presentation skills</td>
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<td>• change and dispute management skills</td>
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<tr>
<td>Training</td>
<td>Evidence of Continuing Professional Development particularly EU funding, procurement, project management</td>
<td>A/I/C</td>
</tr>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.