

# The Leicestershire College

## Job Description

### 1. Job Details

Job Title:	Contracts & Governance Manager
Department:	Governance & Legal Services
Reporting To:	Director of Governance & Legal Services
Competency Level:	Business Support 5
Hay Grade:	G4
Date of Job Evaluation:	September 2021
Annual Salary (FTE):	£32,591 per annum
Date:	October 2021

### 2. Job Purpose

Contracts Business Purpose: assure College & stakeholders that delivery contracts remain compliant, value for money, provide high quality service and that risks minimised & well managed.

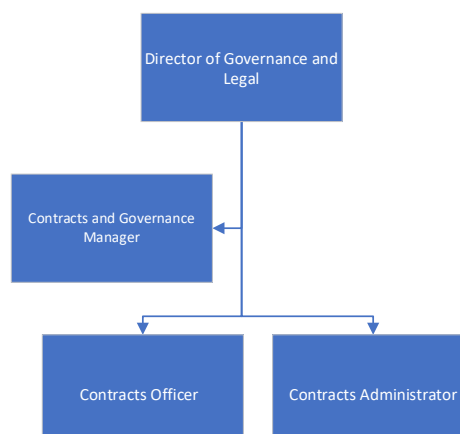
Delivery contracts: includes ESFA subcontracts, DiSE partnerships, HE partnerships, Employer apprenticeship agreements, Study Programme partnerships, T Level industry placement agreements, contracted-in delivery and other collaborative delivery models.

The postholder will lead on subcontracting and delivery partnerships and will manage the contracts and governance support functions.

### 3. Dimensions

- Capital and Revenue Budgets* – c£4.5m of delivery contracts
- Staff Numbers* – 2 Direct reports

### 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

### Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

### Role specific responsibilities

- **Contracts Management**
  - Ensure effective management of all delivery contracts
  - Ensure contracts are provided on time, are compliant, current, fit for purpose, provide value for money and high quality delivery.
  - Provide robust **financial & risk management** of all contracted provision

- Ensure **compliance** of contracted provision with all ESFA and other regulatory requirements
- Set up & maintain **effective management systems for ILR** data for contracted learners
- Assure management as to the effective **quality management** by service departments of all delivery contracts
- Review & negotiate agreements in discussion with curriculum leads, contractors, employers and third party stakeholders
- Hold regular meetings with contractors and curriculum leads, chairing as appropriate
- Liaise and communicate with curriculum, MIS, Finance regarding costing, pricing and quality management of contracted services, highlighting concerns to Exec lead
- Lead on resolution of any issues or disputes regarding delivery contracts
- Lead on subcontract declaration form, subcontract audit and other regulatory returns for contracted provision
- Provide Finance with monthly information on actual funding earned, allowing accurate payments to subcontractors
- Oversee in year tracking & validation of enrolments, withdrawals, completion status and results against contracts
- Manage subcontract risk register
- Support other audits as appropriate
- **Data Protection & Freedom of Information**
  - Support DGLS to ensure effective management of DP & FOI functions to ensure College compliance and service targets met
- **Complaints**
  - Investigate complaints as required
  - Support DGLS to ensure effective management of Complaints function to ensure College compliance and service targets met
- **Appeals**
  - Support DGLS to ensure effective management of Appeals service to ensure College compliance and service targets met
- **Legal**
  - Support DGLS to ensure effective management of legal support to College, including management of external legal instruction/procurement
- **Internal audit**
  - Support DGLS as required to ensure effective co-ordination of internal audit service
- **Governance compliance & support**
  - Support DGLS to ensure effective management of governance support function, including governance compliance, governor training & development and clerking of meetings
- **Clerking one or more governor committee**, to include
  - Agenda planning
  - Upload & despatch of papers
  - Preparation of minutes and actions within service targets
- Keep up to date with ESFA and other regulatory/ contractual requirements and best practice
- Line management of CGOs
- Planning & delivery of departmental targets & initiatives

## 7. Key Result Areas

Action	Result
<b>Contract management of delivery contracts</b>	Delivery contracts are on time, compliant, current, fit for purpose, provide value for money and high quality delivery
<b>Maintain effective management systems for ILR data for contracted learners</b>	Learner data for contracted learners is effectively managed and funding correctly claimed
<b>Negotiate &amp; monitor delivery contracts and review regularly with contractors/partners and curriculum leads</b>	Assurance to management & stakeholders of effective management of quality by curriculum teams and financial & risk management.
<b>Line management of Contracts &amp; Governance team</b>	Effective delivery of all Contracts & Governance functions
<b>Provide support to Corporation Board through clerking of meetings &amp; management of governance function</b>	Ensure governance of College remains efficient and effective

## 8. Key Working Relationships and Communications

**Internal:** Director of Governance & Legal Services; direct reports; College Governors; Curriculum leads; Partnership managers; MIS; Finance department

**External:** Delivery contract partners/sub-contractors; ESFA; Office for Students; auditors

## 9. Scope for Impact

The effective management of contracted delivery is a key focus of ESFA and of the College. Proper due diligence protects the College from financial and reputational risk, including the risk of significant funding clawback or regulatory investigation. Curriculum departments manage the quality of provision; the Contracts & Governance Manager has an important role in assuring College management and external stakeholders that this quality management is effective.

The postholder will be managing a newly-merged Contracts and Governance function, allowing significant opportunity for the postholder to shape future service development, ensuring high quality and timely governance support alongside effective and efficient contract management and meeting ongoing compliance requirements.

## 10. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
<p>Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
<p>Works efficiently; makes best use of the College's resources. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.</p>	<p>Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
<b>Delivering Excellent Quality</b>	
<p>Team or department delivers creative and personalised customer service which shows continuous improvement. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Supports and encourages continuous learning and development of team. Coaches and mentors. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.</p>	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	A qualification at Level 4 or above (e.g. HND, Foundation Degree, Bachelor's degree) in Business Management, Finance, Law or other subject covering contract law	•		Application/ Interview
2.	A qualification in line management or team leading for example NVQ level 3 – Team Leadership or membership of the Chartered Institute of management or Institute of Leadership and Management		•	Application/ Certificates
<b>EXPERIENCE</b>				
3.	Experience of contract management	•		Application
4.	Experience of leading an effective outcome orientated team	•		Application/ Interview
5.	Experience of supporting governance and / or committee meetings		•	Application
6.	Experience of working in an education setting, law firm, government office, or similar institution.	•		Application/ Interview
7.	Experience of audit/data integrity monitoring		•	Interview
8.	Experienced in successfully conducting high level or complex negotiations		•	Interview
9.	Experience of Further Education MIS/ILR systems		•	Application/ interview
<b>SKILLS &amp; KNOWLEDGE</b>				
10.	Managing time sensitive projects	•		Application/ Interview
11.	Excellent written and oral communication skills	•		Interview
12.	Knowledge of Further Education funding methodologies		•	Interview
13.	Ability to work quickly and accurately under pressure	•		Application/ Interview
14.	Excellent interpersonal skills and the ability to communicate effectively at all levels	•		Application/ Interview
<b>BEHAVIOURS</b>				
15.	Self-motivated and able to work on own initiative	•		Interview
16.	Committed to providing excellent customer service	•		Interview
17.	Strong attention to detail	•		Interview
18.	Promote the College's equal opportunities policy and practices	•		Interview
19.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in October 2021 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	