

Job Description			 Nottinghamshire County Council
Title	Department	Post Ref	
Assistant Contracts Officer	Communities and Place	Add Ref	
Job Purpose			
To provide administrative and financial support to the Contract Management service.			
Key Responsibilities		Key Accountabilities	
<ol style="list-style-type: none"> 1. To work to defined business standards and processes; performing routine administrative tasks 2. To assist with contractual, financial and programme arrangements for the County Council's core highway contracts i.e. the Highways Service Contract, PSP3 and MSF3. 3. To interrogate the County Council's own financial systems and those of its Highway Services providers. 4. To assist in the manipulation of data and production of reports to assess the performance and value for money of Highway Services suppliers 5. To produce Task Orders, Purchase Orders, arrange for Invoices to be paid, issue Credit Notes and respond to queries from suppliers. 6. To participate in site visits to inspect standards of workmanship, materials and Health & Safety compliance. 7. Assist in the preparation of meetings including booking venues, issuing invitations and papers and take minutes. 		<ol style="list-style-type: none"> 1. For the accuracy of work undertaken 2. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance 3. Work efficiently and effectively to support operational services 	
The post holder will perform any duty or task that is appropriate for the role described			

Person Specification

Education and Knowledge

1. Good literacy and numeracy skills.
2. Minimum 3 GCSE's including Maths and English or equivalent.

Experience

1. Experience of data input and data management ensuring accuracy and where appropriate confidentiality.
2. Experience with IT and common business support packages including word processing and spreadsheets.
3. Experience of providing information to the public or customers using good communication skills.
4. Experience of using defined business processes and following guidance.

Personal skills and general competencies

1. Puts into practice the Council's commitment to excellent customer care.
2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
3. Works well with colleagues but also able to work on their own initiative.
4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration

Role Dimensions

1. Responsible for providing support to the Contract Management service reporting directly to the Team Manager.
2. Ensuring accurate and reliable systems are in place for the effective recording of contractual, financial and programme arrangements relating to the core contracts.

Please attach a structure chart