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**Job Title:** Contract Assurance Analyst

**Department:** Contract Management & Assurance

**Reports to:** Head of Contract Management & Assurance

**Direct Reports:** None

**Location:** Activity based onsite

**Main purpose of the job**

The Contract Assurance Analyst will help define an assurance framework to ensure the Authority drives fair value from its commercial relationships. They will provide commercial support and advice through effective contract administration, assurance, and performance management. A key responsibility is leading the development and delivery of Power BI dashboards to monitor and report on contract performance, covering time, cost, quality, benefits, and social value. The role also supports building a centre of excellence for contract and commercial management, offering advice and guidance to teams across the Mining Remediation Authority.

Additional requirements include:-

* To develop and maintain good commercial management processes and ensure compliance both within the Mining Remediation Authority and the wider requirements of the Department for Energy Security and Net Zero (DESNZ).
* Ensure effective contractual control is maintained at all times and opportunities for improvement are identified and implemented where appropriate.
* Foster a culture of partnership, apply a commercial outlook to deliver value for money and progress opportunities in support of the Authority’s objectives.

**Responsibilities**

**Specific**

* Promote high standards of delivery, in an open and honest culture in accordance with the Authority’s corporate values: Trusted, Inclusive and Progressive.
* Use Power BI to report and review overall performance including Key Performance Indicators on new and existing contracts. Identify where improvements can be made with delivery partners and work with colleagues and suppliers to implement and deliver those improvements.
* Provide support in the delivery of an assurance framework aligned to Government Functional standards which allows the Authority to ensure it is driving fair value.
* Support strategic commercial leadership, providing effective contract administration, commercial assurance and performance management and the creation of effective KPI’s.
* Support the creation of a data dashboard and monthly report that will enable the Authority to track live contracts, spend and remaining contract value, performance issues and track improvements in supplier performance.
* Develop and maintain effective commercial management processes and ensure compliance with programme governance requirements both within the Authority and the wider requirements of the Department for Energy Security and Net Zero (DESNZ).
* Promote and govern contractor communications through web-based communication tool Aconex, or similar, ensuring adherence to contract terms from the supplier and the Authority.
* Assure and support the implementation of the Commercial and Procurement Strategy for the Authority, ensuring it considers wider opportunities and risks, supports innovation and UK Government policy, and enables social value

**General**

* To comply with HR policies and procedures, to set individual objectives, identify training needs and hold team members to account for their performance;
* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports the Mining Remediation Authority’s business priorities | **3** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **3** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Authority, to achieve results | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **4** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **4** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **3** |

**Person specification**

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| **Job Title:** Commercial Assurance Manager **Department:** Contract Management & Assurance |

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Educated to Degree level and / or with demonstrable experience of managing significant public contracts * Commercial or contract management qualification/training (e.g. NEC4) | * Full membership of a relevant professional body. * NEC Accreditation or Quantity Surveyor |
| **Experience and Knowledge** | * Significant experience in contract and commercial management in a civil engineering/infrastructure environment * Strong knowledge of contract and commercial models (e.g. NEC4, Alliance/Integrator/Partnerships) * Experience of delivering contract management, performance management and commercial assurance services | * Managing multidisciplinary contracts * Providing commercial assurance to senior stakeholders * Experience in leading development of commercial strategies and delivery frameworks * Experience in supporting delivery of complex environmental improvement projects |
| **Skills and Abilities** | * Effective and proven negotiation skills that retain best value * Understanding of infrastructure and civils market * Experience in supply chain management * Ability to prioritise and deal with a high volume detailed workload * Contract and Commercial performance management skills * Experience of Power BI data reporting | * Good network within industry * Experience with multiple datasets to provide visual, accurate reports i.e. Tableau or Power BI |
| **Other** |  |  |