

Job title	Tender & Contract Coordinator
Department	Mental Health & Learning Disabilities Business Development – also linked on a day-to-day basis with Public Health and Substance Misuse Business Development
Reports to	Tender & Contract Support Manager
Grade	3
Location	Manchester (Exchange Office) or Hybrid Home & Manchester Office Working

Job purpose	<p>Work across Mental Health & Learning Disabilities (MHLD) & also Public Health & Substance Misuse (PHSM) business development activities to deliver support to tendering & contracting activities. The post holder will have shared objectives across MHLD & PHSM. There will also be work undertaken that is unique to each business stream.</p> <p>Administer contract analysis, agreement, intelligence & key action process. Support two busy teams in open market tender & proactive bid activity. Assist with contract delivery through administrative support for occupancy (voids) management.</p>
Key accountabilities	<p><u>Contract Administration</u></p> <ul style="list-style-type: none"> • New contracts pre-bid submission <ul style="list-style-type: none"> ○ Work within the prevailing governance process for bid management ○ Set up & minute internal meetings to discuss contract wordings ○ Follow up on internal action points to get responses within set deadlines ○ Raise clarifications to commissioners ○ Maintain a log of all completed & outstanding contract clarification & negotiation requirements • New contracts post-award <ul style="list-style-type: none"> ○ Work within the prevailing governance process for bid management ○ Ensure implementation leads are updated on progress to sign the contract ○ Compare final contract wordings with previous draft contract wordings & clarification responses ○ Identify & communicate amended clauses to internal stakeholders ○ Set up & minute internal meetings to discuss required actions ○ Raise further points of clarification, correction & negotiation ○ Complete checklist to confirm internal agreement to sign ○ Set up solution plan templates for framework contracts • Administer the contract signing & recording process <ul style="list-style-type: none"> ○ Complete the inter-company agreement document ○ Achieve appropriate contract signatures from authorised personnel ○ Submit signed contract to commissioners ○ Complete, share & store a contract summary ○ Chase, receive & store final signed contract documents ○ Store on the contract database & send a copy to the Contract Manager • Administer contract variations & extensions <ul style="list-style-type: none"> ○ Check these align to parent contract terms ○ Send to internal teams & business partners to check acceptability ○ Raise clarifications to commissioners & share responses internally ○ Communicate acceptance of variations & extensions to the commissioner ○ Administer signing & storage of variation & extension documents ○ Send a copy of signed variations & extensions to the Contract Manager ○ Update & store the contract summary ○ Update the contract database

	<ul style="list-style-type: none"> • Administer contract information <ul style="list-style-type: none"> ○ Maintain the contract database ○ Record core contract data & future contract management trigger dates ○ Receive internal requests for contract information & documentation ○ Develop knowledge of contract clauses & share with colleagues ○ Receive & store performance information on the contract database ○ Maintain national contract overview for PHSM Team – tracking current contract holders & retender dates <p><u>Growth Support</u></p> <ul style="list-style-type: none"> • Administer & Support Bids <ul style="list-style-type: none"> ○ Monitor the Bids & Tenders inbox & deal with all communications ○ Ensure bid opportunities are identified from procurement portals ○ Send opportunities to appropriate business streams for consideration ○ Submit Expressions of Interest ○ Set up & minute bid project meetings, record & track actions ○ Manage submission, receipt & sharing of clarification questions & answers ○ Receive & store ITT documentation ○ Complete qualification questionnaires ○ Submit bids through portals ○ Receive outcome notices & communicate to the Head of Service. ○ Maintain a record of bid activity on Oracle Sales Cloud or similar ○ Assist in the production of standard performance reporting ○ Raise purchase orders & handle invoices <p><u>Occupancy Management Administration – Void Properties</u></p> <ul style="list-style-type: none"> • Administer the Single Point of Contact & Database function <ul style="list-style-type: none"> ○ Monitor the Occupancy Management inbox & deal with all communication ○ Track procedure activities in the Occupancy Management Process using the Occupancy Management Database (held on Excel) ○ Chase down outstanding actions & information as required ○ Set up & administer Focus Groups to tackle hard to fill voids ○ Maintain property listings on our & 3rd party websites ○ Communicate requests, submissions & outcomes to relevant stakeholders ○ Maintain information on the Occupancy Management microsite ○ Assist in the production of standard reporting
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Dimensions	Direct reports	<ul style="list-style-type: none"> • None
	Total staff overseen	<ul style="list-style-type: none"> • None
	Internal contacts	<ul style="list-style-type: none"> • Heads of Operations & Central Support, Business Partners, regional Operations management, Local Operations Management
	External contacts	<ul style="list-style-type: none"> • Commissioners, legal advisers, referral contacts
	Planning horizon	<ul style="list-style-type: none"> • None
	Problems solved	<ul style="list-style-type: none"> • Further development of contract administration • Solution finding within bid & contract contexts • Further development of voids administration
	Financial authority	<ul style="list-style-type: none"> • None • Follows financial rules in all activities

PERSON SPECIFICATION

Qualifications & Experience <i>E = Essential</i> <i>D = Desirable</i>	<ul style="list-style-type: none"> • Degree level qualification <i>if applying as a graduate entrant (E)</i> • Delivered work-based or academic output to challenging deadlines (E) • Worked in an multi-task administrative or customer service role (E) • Liaised with internal or external stakeholders to achieve objectives (E) • Supported a sales or customer service function (D) • Work, voluntary or personal experience of health, housing or social care issues (D)
Knowledge <i>E = Essential</i> <i>D = Desirable</i>	<ul style="list-style-type: none"> • Microsoft Applications (E) • Arranging meetings, preparing agendas & taking minutes (D) • Diary Management (D) • Bidding or Sales process (D) • Any knowledge of mental health, learning disability, substance use, offender services / issues gained from a professional or personal perspective (D)
Skills <i>E = Essential</i> <i>D = Desirable</i>	<ul style="list-style-type: none"> • Comfortable working with people to gain cooperation & information (E) • Concise & precise written & verbal communication (E) • Listening, responding, not afraid to ask questions (E) • Attention to detail (E) • Organised & able to prioritise (E) • See tasks through from initiation to completion (E) • Range of Information & Communication Technology skills (D) • Proofreading (D) • Creative writing (D) • Desktop research skills (D)
Essential Personal Qualities	<ul style="list-style-type: none"> • Confident, energetic & self-assured being willing to use own initiative • Contribute to discussion & ask questions; share ideas & be an enabler of continuous improvement • Respect collective & individual team members • Proactively engage with colleagues outside of the Business Development Team, establishing & nurturing professional relationships • Being engaged with the needs of people that we support & champion their best interests at all times • Proactively seek ways to include people we support in your work

	<ul style="list-style-type: none">• Passionate about delivering 'Inspired by Possibility' & Turning Point values• Motivated & determined to achieve & exceed targets• Resilient, willing & able to derive learning from success & failure alike. Likes to celebrate success• Flexible around working hours to deliver to project deadlines• Willing & able to undertake business travel including occasional overnight stays• Committed to sharing ideas, solutions & working with stakeholders to identify & overcome challenges• Committed to personal learning & continuous development• Championing of diversity, equality & inclusion• Standard bearer for quality of output & ethical practice
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