



Farnham Town Council are recruiting a Business and Contracts Officer

Farnham Grade 4
SCP 27-32 (starting at £23,698, up to £27,924)
plus Outer London Weighting at £561 per annum

This is an excellent opportunity for a professional person with commercial awareness, an understanding of contracts and procurement and a commitment to delivering excellent value for money.

This role will suit an individual who is keen to develop and diversify their experience and skills or consolidate previous experience. You will be able to establish strong customer relationships and offer sound professional advice at all levels within the organisation. An understanding of public procurement practices will be beneficial as you'll be responsible for managing end-to-end procurement.

You will work closely with colleagues, developing a thorough understanding of the needs of the Council, designing and delivering effective procurement and provide support on subsequent contract management, performance and business processes. You'll help create alternative approaches in service areas and opportunities to deliver efficiencies and cost savings.

You will need to work effectively in a small team and take responsibility for your own workload and competing priorities.

If you think you can contribute towards the success of a winning team, please see the job description for more information and details about how to apply.

The closing date for receipt of applications will be 12 noon on Thursday 22nd October 2015 with interviews to be held on Friday 30th October.

If you have any questions, please call Iain Lynch or Rachel Aves on 01252 712667 or email rachel.aves@farnham.gov.uk.

JOB DESCRIPTION

Post:	Business and Contracts Officer
Responsible to:	Town Clerk and Team Leader for Corporate Governance
Conditions:	National Joint Council for Local Government Services
Grade:	Farnham Grade 4 SCP 27-32 (starting at £23,698, up to £27,924) plus Outer London Weighting £561 per annum
Competency:	Communication: 2 Customer service: 3 Team Working: 2 Managing Self and Others: 2 Can do approach: 3
Working Hours:	Contracted hours of 37 per week Core hours 9.00 am - 5.00 pm Monday - Thursday 9.00 am - 4.30 pm Friday Saturday and Sunday and working outside of core hours as and when required for civic events. Attendance at evening meetings will be required on occasional evenings throughout the Municipal year as part of the role. The Town Council operates a Time-Off-In-Lieu policy for working out of normal office hours.
Holidays:	Public Holidays plus 2 extra statutory days Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment.
Period of Notice:	Two calendar months by either the employer or the employee
Probation Period:	Three months from date of appointment for new appointees

JOB DESCRIPTION

Business and Contracts Officer

Main Areas of Responsibility:

Your approach and experience

You will need to be a highly motivated self-starter with lots of energy and the confidence to take things forward on your own within defined parameters. A flexible and positive approach to work, with a 'can do' attitude is essential in this busy working environment. Experience of dealing with contracts and procurement will be a significant advantage.

Occasionally you will need to work evenings and weekends as the role dictates. You will need to be computer literate, adept with Microsoft Office packages and have excellent word processing skills. Confidence with social media and websites will be an advantage.

You will support the Town Clerk and Team Leader for Corporate Governance in the management of the Town Council's Committees and Working Groups. This will include agenda planning, meeting required deadlines and maintaining a "decisions register" to ensure that agreed decisions are taken forward and implemented.

You will be responsible for:

Buildings and Projects

- Compile, monitor and advise on the planned maintenance programme for the Council buildings and facilities
- Contract, plan and oversee building maintenance and renovation work in conjunction with council appointed surveyors as appropriate
- Ensure that facilities meet government regulations and environmental, health and security standards
- Organise preventative maintenance contracts
- Purchase equipment and furniture for the Council's offices
- Liaise with tenants and other users of the council's buildings including Wrecclesham Community centre and West Street Chapel
- Maintain records of Council buildings and landholdings.
- Develop and implementing new programmes, projects and plans.
- Maintain and prepare key performance indicators for projects.

Contracts, Assets and Health and Safety

- Maintain a contract register for contract renewals
- Be the first point of contact for and liaise with IT support service contractors, external health and safety advisors and other contractors as appropriate
- Deal with administrative arrangements relating to the Council's CCTV system and co-ordinate any necessary repairs and improvements
- Co-ordinate the Council's health and safety; monitoring, training and health surveillance in conjunction with the council's contracted technical advisors
- Produce the annual review of the general risk assessment for the Council
- Organise insurance cover for the Council's assets and general activities

Civic Calendar, Cemeteries and General Duties

- Manage the Mayor and Deputy Mayor's diaries.
- Organise the annual programme of events and visits, including outside functions for the mayoralty. This includes civic events such as the Annual Council Meeting, the annual Civic Service, and Remembrance Day services, as well as events such as the Venison Dinner, Mayor Making, Mayor's Coffee Mornings, Services to Farnham Awards, and Mayor's charity events etc. Support will be available for the administration of these duties.
- Attend Civic functions as and when required.
- Prepare agendas in conjunction with the Town Clerk or Corporate Governance Team Leader and maintaining a register of decisions from each meeting to ensure they are implemented in a timely manner.
- Update the Mayor's and Council's social media streams and the website as required.
- Oversee the Mayor's budget and charity budget.
- Coordinate and overseeing activities with the Council's Twin Towns and external partnerships.
- Coordinate bookings for burials in the Council's cemeteries.
- Maintains and co-ordinate the Working Group/Committee calendars.
- Attend external meetings and represent the Council as required.
- Maintain sensitivity and confidentiality, as appropriate, at all times when undertaking correspondence and other communications on behalf of the Council. Carry out any other reasonable duties as required related to the competency profile for this post.

Person Specification Business and Contracts Officer

NB: Shortlisting will be assessed on fulfilment of essential criteria.

COMPETENCIES	ESSENTIAL	DESIRABLE
<p>Communication Excellent written and verbal communication skills.</p> <p>Enthusiastic and able to convey the right message to the right audience.</p>	<p>Level 2 of Competency Framework.</p> <p>Workplace experience of effective communication.</p> <p>Workplace evidence of exceptional attention to detail.</p> <p>Experience of dealing with thirds parties or B2B.</p>	<p>Experience in writing agendas and taking minutes at meetings.</p> <p>Experience with social media sites and website administration systems.</p>
<p>Customer Service Clear focus on delivering excellent customer service.</p> <p>A positive, can-do outlook.</p>	<p>Level 3 of Competency Framework.</p> <p>Workplace evidence of achieving high standards and/or taking ownership of requests.</p>	<p>Experience of working in a customer facing role.</p>
<p>Team Working Able to understand team goals and to work together to deliver targets.</p>	<p>Level 2 of Competency Framework. Workplace experience.</p> <p>Demonstrable experience of team working.</p>	

Person Specification Business and Contracts Officer

NB: Shortlisting will be assessed on fulfilment of essential criteria.

COMPETENCIES	ESSENTIAL	DESIRABLE
<p>Managing Self and Others Ability to organize own time and paperwork/information to meet project targets.</p> <p>Proficient use of Microsoft Outlook, Word, Excel and Publisher.</p>	<p>Level 2 of Competency Framework.</p> <p>Clear experience of working to and meeting deadlines to deliver project outcomes.</p> <p>Experience of managing own workload.</p> <p>Workplace experience of contributing to team success.</p>	<p>Experience of managing a busy diary.</p> <p>Experience of managing projects.</p>
<p>Can Do Approach/Results Demonstrate ability to develop and implement projects including producing publicity and deliver projects to deadlines.</p>	<p>Level 3 of Competency Framework</p> <p>Experience of working to Key performance Indicators and deadlines.</p>	
<p>Other</p>	<p>IT literate and experience of MS packages (or similar)</p>	<p>Contract management and procurement experience.</p> <p>Experience with Sage Act database systems (or similar).</p> <p>Experience in managing high profile events Local government experience.</p> <p>Full UK driving licence.</p>