##### JOB DESCRIPTION

**JOB TITLE:** Assistant Contracts Manager – Residential Care Services

**RESPONSIBLE TO:** Commercial Contracts Manager – Residential Care Services

**ACCOUNTABLE TO:** Head of Commercial Development - Residential Care Services

## JOB SUMMARY

The Assistant Contract Managers primary role is to support the business’ contracting activities including block and spot contract management, new build contracting, price uplift activity as well as Estates Management and new contract Tender activity. The role also includes management of pipeline tracking and demographic/market intelligence and assessment.

The postholder will manage the workload as detailed below, distributing the tasks as appropriate between themselves and the Business Development Administrator for whom the Contracts Manager has line management responsibility.

### Key Responsibilities

* To provide contract administration support to the Commercial and Business Development Teams, enabling accurate understanding of contract matters;
* Management of new build contract matters including the collection and execution of collateral warranties, construction contracts and ancillary matters.
* Block and spot contract price uplifts – assist in the calculation of uplifts, the liaison between our public authority partners and Care UK, information supply, updating schedules and billing;
* Self-pay price uplifts – managing the whole process to include; calculation, schedules, letters, approvals and reporting to the Business Development Director;
* To ensure contract correspondence and records are complete and up to date at all times;
* To assist the Commercial activities of the Business by liaising with internal and external legal advisors on contractual matters;
* **To assist in the preparation, proof reading, review and amendment of letters and agreements**;
* The completion of Pre-Qualification Questionnaires and Tender documentation;
* To manage the Estates Management queries and process;
* To maintain and update the Bravo system;
* To administer the Business Development Pipeline
* To provide ad-hoc administration support to the BD Director;
* To manage the CACI Market Research system, providing standard and bespoke reports as required;
* To have a working knowledge of the BD Financial Model.
* To manage Business Development legal services.
* To project manage on disposals due diligence management.
* To project manage acquisitions due diligence management and support Head of Commercial Development on the legal services.
* Multi-disciplinary inputs.
* Local Authority Proposals – Support PSDM on bid management / bid writing / negotiations / legal services
* Supporting Contracts Manager in optimisation of contracts.
* Manage Framework Tenders – Tender and Bid Management.
* Tenders – Support PSDM on bid management / writing.

### Health and Safety

As an employee of Care UK, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………..

Date …………………………………..