

EXECUTIVE COUNCIL

CONFIDENTIAL

Title of Report: Project & Contracts Manager Post
Paper No: 151/10
Date: 24 June 2010
Report of: Andrew Lee, Director of Procurement & Efficiency

1. Purpose

- (a) To inform Executive Council of the draft job description for a newly created post in the Secretariat. The post being that of Project and Contracts Manager.
- (b) To gain Executive Council authorisation to the creation of the permanent post.

2. Recommendation

To approve the post of Project and Contracts Manager. (Budget allocation for the post has already been included within the 2010/11 budget, SFC reference 84/10).

3. Summary of Financial Implications

As budget allocation already exists there are no financial implications.

4. Background

Both the AG and the DPE submitted papers to May ExCo seeking additional resources in support of current work activities. These activities being; support in the set up of the regulatory framework for improving the regulation of telecommunications (Cable & Wireless) and support in the development of an e-government strategy.

In addition FIG is currently in negotiation with FIDC about the transfer of some responsibilities. This will include the transfer of responsibilities from FIDC to the Secretariat of the Costal Shipping services, including the contract for Work Boat Services Ltd covering the Concordia Bay and Sea trucks.

As an accumulation of these new activities and responsibilities additional resource is required.

To provide this support effectively, the creation of a new post of projects and contracts manager is considered to be the most practical way forward. This is based on consideration of the skills required to best support the work activities which are all project and contract management related.

This full time post, reporting to the DPE will provide support to all three work streams. Appendix A provides a draft job description.

Beyond these key activities there are also a number of others aspects to this role which will be beneficial to FIG. These requirements are also captured in the draft Job Description provided in *Appendix A*, they include:

- i) Provide the lead role on smaller projects, tenders and continuous improvement activities.
- ii) Provide accurate management information in relation to contracts and projects including the reporting of progress against plans, milestones, outcomes, performance, risks and issues.
- iii) The development of an effective contract information system to enable an overall improvement in contract performance and in the management of FIG risks and commercial exposure.

8. Financial Implications

The additional of a new post will incur additional operating costs of £30,000 per annum. These costs are in relation to wages and benefits.

This level of funding has already been approved by the Standing finance committee and is included in the 2010/11 operating budget.

9. Legal Implications

None.

10. Human Resources Implications

Subject to ExCo approval, the draft Job Description will require evaluation and a person specification completed. It is anticipated that the post will be a Grade D.

Department:	Procurement & Efficiency	Section:	Management
Job Title:	Project & Contracts Manager	Name of Job Holder:	
Grade:	tbd	Immediate Supervisor:	Director of Procurement and Efficiency

Job Purpose:

To provide contract management on a varied range of FIG contracts for goods and services; to provide project management, consisting of a project support and coordination on larger scale FIG projects and tenders; and to provide the lead role on smaller scale projects and tenders.

Job Facts and Figures:

Financial: FIG total expenditure on external contracts is around £20M.
total The post holder will have responsibility over parts of this.
per annum

Staff: No direct staff

Main Accountabilities:

1. The provision of contract management on a range of FIG contracts in line with FIG priorities and the associated coordination and resolution of contract matters by working closely with the line manager and other stakeholders both internally and externally.
2. Provide support and coordination on a range of FIG projects and tenders, involving contracts and commercial arrangements, in line with FIG priorities.
3. Provide the lead role on smaller projects, tenders and continuous improvement activities.
4. Provide accurate management information in relation to contracts and projects including the reporting of progress against plans, milestones, outcomes, performance, risks and issues.
5. The development of an effective contract information system to enable an overall improvement in contract Performance and in the management of FIG risks and commercial exposure.

Additional Information:

An early priority for the role is the involvement in regulatory matters relating to telecommunications and contractual issues relating to the coastal ferry service.

The post holder is encouraged to develop a wide range of managerial skills via the participation in any future FIG management skills development programmes and to develop professionally by the attainment of contract management qualifications from a relevant professional body.

Knowledge/skills/experience/qualifications required for the job:

A highly motivated person with at least three years previous experience in contract or project management gained from working in a commercial environment, either private or public.

Good ability to understand contractual obligations and to develop effective contract management arrangements to ensure that these obligations are monitored and reviewed effectively so that the desired outcomes are achieved or that corrective actions are taken.

A good understanding of contractual and commercial matters coupled with effective analytical, problem solving and communications skills.

Sound experience in the coordination and management of small scale projects and continuous improvement activities.

Sound interpersonal and negotiation skills in relation to both internal and external relationships.

A strong organiser, effective at coordinating to get the best out of available resources and an effective team player.

Experience or a good awareness of contract law would be beneficial.