

## Technical Specialist (Tier 4)

<b>Job Title</b>	<b>Technical Specialist JCT / NEC Contracts Practitioner / Framework &amp; Partnership Delivery</b>
<b>Grade</b>	<b>Hay 10</b>
<b>Directorate: Service:</b>	<b>Resources Enabling Services</b>
<b>Accountable to:</b>	<b>Service Delivery Manager Property Services</b>
<b>Accountable for:</b>	<b>Contributory responsibility of £110K</b>
<b>Politically restricted post</b>	<b>TBC</b>

### Context

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

### Specific role assignment (example)

<b>Subject Area responsibilities</b>	<ul style="list-style-type: none"><li>• Management of Measured Term and Partnership Contracts<ul style="list-style-type: none"><li>○ Dodd's Partnership</li><li>○ Arden</li><li>○ Construction</li><li>○ Consultancy</li></ul></li><li>• Act as professional client and "Contracts Manager / Practitioner" under NEC, JCT and ICE forms of contract</li><li>• Performance Reporting</li><li>• Property lead liaising with CSU and PMO</li></ul>
<b>Statutory responsibilities (if applicable)</b>	<ul style="list-style-type: none"><li>• Statutory responsibility associated with Delivery responsibilities</li><li>• Contracts Compliance in accordance with Standing Orders and Delegated Responsibilities.</li></ul>
<b>Specific experience</b>	<ul style="list-style-type: none"><li>• Comprehensive understanding and experience of JCT / NEC frameworks Partnerships.</li><li>• Knowledge of relevant legislation and policy.</li><li>• Substantial experience of contract management.</li><li>• Substantial experience of the policy commissioning and</li></ul>

## Technical Specialist (Tier 4)

	<p>evidence of service review and redesign.</p> <ul style="list-style-type: none"> <li>• 5 years' experience of managing people and teams.</li> <li>• Evidence and experience of interpreting complex data into a comprehensive report format.</li> <li>• Experience of solving complex and having a solution-oriented approach to manage risk appropriately.</li> <li>• Evidence and experience of leading successful change programmes.</li> </ul>
<b>Specific qualifications/and registration</b>	Degree: professional qualification / Legal / Contractual / Construction
<b>FTE responsibility (line management)</b>	Not applicable
<b>Key stakeholder relationships</b>	<ul style="list-style-type: none"> <li>• Key partner relationship management with WCC Internal / External clients</li> <li>• Key relationship management with commissioned providers of any of the service provision.</li> <li>• Professional relationship development with internal / external stakeholders as required.</li> <li>• Professional partner relationship management with Internal / external suppliers,</li> <li>• Liaison Senior Commissioning colleagues and any other internal stakeholder as required.</li> </ul>

## Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> <li>• Identification and design of solutions to meet business requirements for the service(s)</li> <li>• Contribute to short term (1 year) strategies and plans to meet demand for the service(s)</li> <li>• Use of insight, best practice and research to achieve service outcomes</li> </ul>

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1-year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

## Technical Specialist (Tier 4)

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> <li>• Focus on new ideas, improvement and innovation</li> <li>• Problem solver</li> </ul>

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> <li>• Relationship development and management</li> <li>• Influence and shapes the market</li> <li>• Thought leader</li> <li>• Collaborative working</li> </ul>

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> <li>• Effective budget setting and monitoring</li> <li>• Contract negotiation and commercial partnership management</li> <li>• Quality monitoring and measurement</li> <li>• Oversight of contract set up, establishment and ongoing monitoring</li> </ul>

## Technical Specialist (Tier 4)

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

## WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

## Our Behaviours

## Technical Specialist (Tier 4)



**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

