## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Contract Manager</th>
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<tbody>
<tr>
<td>Pay Band</td>
<td>6</td>
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<tr>
<td>Base</td>
<td>New Alderley House, Macclesfield</td>
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<tr>
<td>Department/ Team</td>
<td>Commissioning Team</td>
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<tr>
<td>Responsible to</td>
<td>Senior Contract Manager</td>
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<tr>
<td>Accountable to</td>
<td>Senior Contract Manager</td>
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<tr>
<td>Responsible For</td>
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### Job Purpose:
To provide support to the Senior Contract Manager in the development, negotiation, agreement and maintenance of CCG healthcare contracts, across Acute, Community, Mental Health and Voluntary Sector, and with overall responsibility for the formation and monitoring of Continuing Healthcare Care (CHC) and Complex Care contracts.

### Organisational Chart:

```
Commissioning Director
   ↓
Senior Contract Manager
   ↓
Contract Manager
```
Key Duties/Responsibilities:

- To have an up-to-date, expert level of knowledge and understanding of Payment by Results and NHS standard contracts to understand and highlight the impact of this on a portfolio of contracts.
- To lead on the formation, negotiation and monitoring of Continuing Health Care (CHC) and complex care contracts and to take responsibility for other contracts as required.
- To contribute to the provision of a timely and high quality information service to ensure effective commissioning and contract management of health services. This will include leading specific analytical reviews of contract performance and future service development opportunities.
- Liaise with providers in order to develop and monitor contracts as well as to identify solutions to contractual queries or issues.
- Within line with schemes of delegation requirements take a lead role for “low” value/risk contractual Relationships.
- To participate in the accurate and timely production of the Clinical Commissioning Groups (CCG) accounts and the CCG budget setting process.

Financial Management

- To assist with the provision of the budgetary information required to monitor Clinical Commissioning Group (CCG) business cases, including coding structures, regular reporting to CCG and the PCT on the performance of these budgets.
- To attend Practice, CCG and other meetings as required in order to provide support to in respect of financial and contractual information.
- To be responsible for forecasting contractual performance for own portfolio of contracts that informs the monthly board reporting.
- To be responsible for reviewing reconciliations for the payment of performance and exclusion invoices and highlighting any discrepancies to minimise risk to the CCG.
- To liaise with the Finance to review and maintain accurate contract values and variations to ensure forecasts are based upon the latest budgetary values.
- To ensure that financial information is processed in accordance with procedures and the investigation of complex enquiries is carried out in a timely manner.
- To provide financial training to non-finance managers within the CCG.

Contract Management

- To provide detailed analytical reports during the annual budget setting process and to identify opportunities to improve contractual arrangements.
- To liaise with CSU or external suppliers as required ensuring the accurate and timely production of CCG budgets.
- To be responsible for complete, accurate and timely documentation of a specified portfolio of contracts to ensure compliance with audit requirements.

Reporting

- To lead with the use of specialised skills to create user friendly tables, graphs, analysis and reports using Microsoft Excel, Word, Powerpoint and where relevant Microsoft Access.
- To use a variety of information systems (including DFI, SLAM, SUS and Broadcare) to extract and manipulate care data in addition to maintaining an up-to-date and complete understanding of these systems.
- To produce, maintain and develop bespoke CCG reports for budget holders, which are relevant, accurate and timely and will enable budget holders to plan their expenditure and develop plans to address any variance from plan.
• To discuss financial queries within the CCG and with providers, individual practices and the CSU clarifying complex and sometimes contentious issues which may involve negotiation.
• To liaise with the CSU with respect to CHC contracts and identify any areas of performance and/or risk in order to, provide detailed feedback to the Commissioning Director.

Services Intelligence

• To provide data analysis to support colleagues from the CCG on a variety of ad-hoc service review and redesign projects.
• To assist colleagues (contract management personnel) with further detailed activity analysis when targeting specific areas of concern following review of the Monthly Performance Information.
• To use and understand available benchmarking tools to enable local providers’ performance to be compared to national indicators. This will include bespoke analysis to develop contractual effectiveness.

General

• To have an expert level of knowledge and understanding of HRG coding (and supporting ICD & OPCS coding).
• To plan workload in conjunction with timetables in respect of CCG reporting.
• To provide financial advice and information for external organisations (i.e. NHS England and the Department of Health), when required.
• To assist in the development and continued promotion of an appropriate financial culture within the CCG, which promotes awareness of relevant financial procedures and constraints.
• To be responsible for the development and maintenance of any periodic reports required by the Contracting team.
• To liaise with information providers with a view to continuously improving data quality (internal departments and external systems such as Broadcare SLAM and SUS).

Key Relationships:

Internal
• Commissioning Director
• Leadership GP
• Senior Contract Manager
• Technical Accountant
• Finance Team
• Members of the Continuing Health Care team

External
• Contracts personnel within providers
• Lead Commissioners
• Lead GPs and Practices
• Commissioning Support Staff
• Care Home and Domiciliary Care Providers
• Others as appropriate

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.
• To ensure own actions contribute to the maintenance of a quality service provision.
• To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
• To participate in the Primary Care Trust’s Performance and Development Review and to undertake any identified training and development related to the post.
• To undertake statutory and mandatory training as deemed appropriate by the Primary Care Trust.
• To develop and maintain effective working Relationships with colleagues.
• To adhere to all Primary Care Trust policies and procedures.

Confidentiality

• All Trust staff and contractors working for the Trust have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.

Information Governance

• Trust staff must keep up-to-date with the requirements of information governance and must follow Trust policies and procedures to ensure that Trust information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment with the Trust, making the records available for sharing in and confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldecott guidelines).

Health & Safety

• All staff has a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

Risk Management

• You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Infection Control:

• All staff therefore has a duty to comply with all Primary Care Trust policies and guidelines in relation to Infection Prevention and Control. You have a duty to ensure that you minimise the risk of infection and infectious diseases. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines and challenging inappropriate infection control and hygiene practice.

Equality & Human Rights:

• The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

Codes of Conduct and Accountability:

• You are required to comply with Primary Care Trust codes of conduct and accountability and any relevant codes of conduct dependent on profession (i.e. N&H/M/NHS Managers/Allied Health Profession etc).
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
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<tr>
<td>PAY BAND</td>
<td>6</td>
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<tr>
<th>QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
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<tr>
<td></td>
<td>Good general education (5 GCSE’s inc Maths and English A*-C)</td>
<td>CCAB/CIMA Part Qualified</td>
<td>Application / Interview / Assessment</td>
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<td></td>
<td>AAT Member (or Equivalent Degree)</td>
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<td></td>
<td>Excellent computer skills, specifically Advanced understanding of Microsoft Excel.</td>
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<tr>
<td>KNOWLEDGE</td>
<td>Successful stakeholder communication.</td>
<td>NHS information collection process.</td>
<td>A/I</td>
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<td></td>
<td>Experience NHS standard contracts</td>
<td>Knowledge of the Continuing Health Care process</td>
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<td>Understanding of NHS finance processes</td>
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<td>Understanding of NHS services</td>
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<td></td>
<td>Expert understanding of the PbR regime, including HRG coding – obtained through at least 2 years experience in a NHS commissioner or NHS provider organisation</td>
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<td>SKILLS</td>
<td>Use of spreadsheets and other analytical tools</td>
<td>Project management experience.</td>
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<td>Excellent written and verbal communication skills</td>
<td>Microsoft Powerpoint and Access knowledge.</td>
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<td>Negotiation skills</td>
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<td>Ability to use initiative appropriately.</td>
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<td></td>
<td>Good analytical, problem solving and decision making skills.</td>
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JD-PS Contract Manager_CHCBand MARCH 2015 5
<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Details</th>
<th>A/I</th>
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<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Proven experience of working in a contract management function.</td>
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<td><strong>SPECIFIC JOB REQUIREMENT</strong></td>
<td>Frequently analyses financial information using a variety of analytical skills. Uses all relevant factors and options to make decisions, which will ensure the best results for the contracting team.</td>
<td>A/I</td>
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<td><strong>OTHER</strong></td>
<td>Able to travel across the CCG footprint.</td>
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The Trust does not require a Standard or Enhanced Disclosure through the Criminal Records Bureau for this post to ensure suitability for employment.

Signature of Postholder: ......................................................... Date: ............

Print Name: ........................................................................................................

Signature of Manager: ................................................................. Date: ............

Print Name: ........................................................................................................