

JOB DESCRIPTION

POST:	Contracting Manager
SALARY:	PO Point 35 (£28,947)
HOURS OF WORK:	37 hours (to include evening and weekend work on occasions for which time off in lieu is available)
RESPONSIBLE TO:	Director
CONTRACT:	This post is offered on a full time fixed term basis until 31 June 2011

AIMS OF THE POST:

- To project manage a new commissioning programme with NHS Doncaster
- To assist the commissioning and procurement process
- To manage third sector contracts on behalf on NHS Doncaster

MAIN DUTIES AND RESPONSIBILITIES

1. To promote the commissioning programme to third sector organisations.
2. To provide strategic and administrative support to the commissioning panel.
3. To manage third sector contracts in the commissioning programme including monitoring delivery on outputs and financial spend.
4. To manage overall performance and spend
5. To prepare and present performance reports for NHS Doncaster, DCVS and other audiences as required.
6. To liaise with NHS Doncaster on delivery of the programme and associated activity.
7. To lead on the forward/exit strategy for the programme as required.
8. To contribute to DCVS strategic work on commissioning and procurement.
9. To contribute to additional strategic work for DCVS as and when required.
10. To adhere to the policies of DCVS including the mission statement and equal opportunities.
11. To undertake such other duties as may be reasonable required by the Director which are consistent with the duties and responsibilities of the post.