



Job Title:	Principal Contracts Manager
Department:	Environment Strategy & Sustainability
Reports to:	Head of Environment Strategy & Sustainability
Direct Reports:	7
Grade:	CA5+

Main purpose of the job

To lead the Coal Authority's Contracts Team in the effective management and operation of the Authority's expanding portfolio of mine water, scheduled monitoring and water level control assets. Including:

- Providing effective leadership to the Contracts Team and all operational service partners.
- Promoting and maintaining a collaborative and partnered approach within the Environment function and in all dealings with the wider organisation, its customers and service providers.
- Ensuring effective contractual and operational control is maintained at all times and opportunities for improvement are identified and implemented where appropriate.
- Ensuring effective budgetary control (budget £12m to £17m per annum) is maintained at all times and reported in accordance with financial governance procedures.
- Ensuring the effective management and reporting of operational risk, including: all aspects of Health, Safety and Welfare and environmental permits, consents and licences.
- Supporting delivery of the organisations agreed Business Plan and delivery of the associated corporate and departmental objectives.
- Being an active member of the department's leadership team, assisting in the delivery of continuous improvement, performance and forward strategy across the, environment function, directorate and the Coal Authority.

Responsibilities

Specific

- Leading your team by example promoting: high standards of delivery, an open and honest culture in accordance with the corporate values: Trusted, Inclusive and Progressive.
- Working collaboratively with Senior/Principal Managers and Team Leads within the Environment function i.e. Environment Projects, Defra/NRW teams, Technical and PMO teams, to ensure the delivery of corporate, departmental and team objectives.

- Working collaboratively with other Senior/Principal Managers and Team Leads within the wider organisation i.e. Innovation/by-products, Emergency Response, PS&S, Digital, etc. to ensure delivery of corporate objectives.
- Leading a multi-disciplinary team of technical specialist and professionals in the operation of the organisations existing asset portfolio and input into the development and design of new assets.
- Responsibility for the day to day management of the organisations portfolio of mine water treatment assets, subsidence pumping stations and monitoring sites, including: planned preventive maintenance schedules, reactive/emergency response, planned refurbishment and compliance with environmental permits and consents.
- Leading the management of a multi – million pound service provision contract, including but not limited to: compliance with Contract specification, approval of Contractors Plan, agreeing and auditing of performance KPI's, Pain/Gain assessment, compliance with best practice, review and approval of applications for Payment, identification and implementation of efficiencies and process improvements.
- To monitor expenditure, review provisions, accruals and future forecast against budgets.
- Liaison with internal and external customers and stakeholders to support the delivery of corporate objectives, development of future strategies and identification of potential/emerging risks and deal with 'live enquiries'.
- Leading the development and support the procurement of the next generation of service provision contract(s) for the operation and maintenance of minewater/operational assets.
- Leading the development and delivery of prioritised operational programmes and projects, including: daily operations, remedial/refurbishment, preventative, reedbeds, etc.
- Supporting delivery of wider opportunities and risks such as; climate change, sustainability, mine water heat and water scarcity alongside key water and environmental government policy and delivering social, economic & environmental value.

General

- To comply with HR policies and procedures, to set individual objectives, identify training needs and hold team members to account for their performance;
- To ensure that the Coal Authority is expert in its field through research in relevant areas and the development of learning and better practices;
- To effectively assess and manage risks;
- To implement, and contribute to the improvement of, team processes and procedures;
- To act in accordance with the behaviours and values of the organisation
- To manage your own performance to be accountable for meeting individual, team and corporate objectives
- To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds

- To actively demonstrate the Coal Authority's customer service standards expected of your role
- To comply with and contribute to the improvement of operational and team processes and procedures
- To assist with the preparation and execution of the team's objectives, budgets and financial records
- To identify opportunities and implement change leading to team development, system improvement and good value for money
- To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
- To support research and development projects
- To ensure that the Authority's statutory responsibilities are effectively discharged
- To carry out any further reasonable requests from your line manager

Competencies	Level
Seeing the bigger picture - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority's business priorities	5
Changing and improving - responsive, innovative and seek out opportunities for continuous improvement	5
Making effective decisions - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner	5
Leading and communicating - leads from the front and communicates with clarity, conviction and enthusiasm	5
Collaborating and partnering - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results	5
Building capability for all - has a strong focus on continuous learning for self, others and the organisation	5
Achieving commercial outcomes - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth	6
Delivering good value for money - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment	5
Managing a quality service - plans, organises and manages their time and activities to deliver a high-quality customer experience	5
Delivering at pace - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes	5



Person specification

Job Title: Principal Contracts Manager		Department: Environment Strategy & Sustainability
	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Degree level qualification in engineering, finance, science or related field, or extensive demonstrable experience. 	<ul style="list-style-type: none"> Membership/Accreditation of a relevant professional body. Leadership qualification.
Experience and Knowledge	<ul style="list-style-type: none"> Significant experience of environmental and operational management. Significant experience of financial and high value contract management Knowledge of government water and environmental legislation and policy Budget management experience Strategy development and delivery Leadership and management of diverse teams Working knowledge of Health, Safety and Environmental issues Experience of managing senior stakeholders 	<ul style="list-style-type: none"> Environmental Legislation Working within a regulated environment Experience in contract management Experience in financial management Experience in a mining liabilities and /or construction field Experience in mine water remediation
Skills and Abilities	<ul style="list-style-type: none"> Exceptional leadership and team development skills Exceptional stakeholder management Good negotiation skills Excellent written, communication and presentation skills 	

	<ul style="list-style-type: none">• Ability to deal with a high volume detailed workload and prioritisation• Good interpersonal and managerial skills	
Other	<ul style="list-style-type: none">• Field visits to remote and difficult access sites• Overnight stays• Use of PPE• Valid UK Driving Licence	

