

Job Description

Job Title	PFI Expiry Support Officer
Directorate	City Development
Service Area	Capital Projects
Grade	5
Competency Level	1
Salary	£31,022 - £35,412
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To assist in the effective administration and management of the expiry planning phase of the council's PFI contracts.

Directly Responsible For:

Not applicable

Directly Responsible To:

Senior PFI Contracts Manager

Main Areas of Responsibility:

This is not a comprehensive list of all tasks which may be required. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- The post holder will assist in establishing the expiry and handover phase of BSF (Building Schools for the future) and PFI (Private Finance Initiative) Contacts
Namely the:
 - Liverpool Grouped Schools PFI Contract
 - Central Library and Archive PFI Contract
 - BSF Facilities Management Contract
 - Parklands PFI Contract
 - These contracts have a combined annual value exceeding £30m
- To assist on the development of a process covering “end of contract” provisions, in accordance with the Project Agreement and National Audit Office guidance, with particular reference to asset replacement and asset condition at hand back
- To assist in ensuring that appropriate operating procedures for all FM-related service contracts for assets managed by Contracts team are maintained
- To assist in ensuring that stakeholders’ views and concerns are addressed, and the operation of the contracts affecting them are accurately reported to them
- To assist in developing and keeping under review the risk register and associated mitigation strategies for these service contracts

- To assist in maintaining effective relationships between the contracts teams, customers, stakeholders and private sector partners are created and maintained in the operation of the BSF and PFI contracts
- To uphold equal opportunities in employment, in advice and in service delivery

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- May involve long periods of time sitting/standing still at a computer
- Site visits/building inspections

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level **1**.

[The competency framework can be found here](#).

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- Degree or formal qualification (A)

Experience

Essential

- Experience of Facilities Management / Lifecycle arrangements for Schools or PFI contracts (A/I)
- Experience of financial systems and procedures including raising of requisitions, budget monitoring and payment of invoices (A/I)
- Experience in the use of appropriate ICT software including Microsoft Word, Excel and use of databases (A/I)
- An understanding the relevant capital funding regimes in relation to schools (A/I)
- Some knowledge of Asset Management Planning and its application in relation to schools (A/I)

Desirable

- Experience of supporting PFI contract closure
- Knowledge/awareness of Council's Standing Orders and Financial Regulations



Skills/Abilities

Essential

- Excellent communication and interpersonal skills (A/I)
- Strong organisation skills and the ability to meet deadlines (A/I)
- Ability to work as part of a team in a changing environment (A/I)
- Adaptable and attentive to details (A/I)

Desirable

- Successful experience of working with schools or other stakeholders

Commitment

Essential

- A commitment to the pursuit of equal opportunities (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Strong personal commitment to public service (A/I)

