

Job Description

Job Title	Senior PFI Contracts Manager
Directorate	City Development
Service Area	Capital Projects and Sustainability
Grade	12
Competency Level	3
Salary	£70,608 - £78,297
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No	

Job Purpose

To coordinate the effective management of the Council's PFI and BSF FM contracts and to lead the expiry planning phase of the PFI contracts.

Directly Responsible For:

Parklands PFI Contract Manager

Central Library PFI Contract Manager

Schools PFI Contract Manager

BSF FM Contract Manager

Central Library & Parklands Liaison Officer

Schools PFI Liaison Officer

BSF FM Liaison Officer

PFI Expiry Support Officer

Directly Responsible To:

Head of Service

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 establish and negotiate the expiry and handover phase of BSF and PFI Contracts
- The main areas of responsibility for the post relate to the improvement, development, implementation and operation of effective business processes for the management and operation of the council's PFI and FM contracts.

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
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- To lead on the development and management of expiry plans for each of the council's PFI/BSF contracts
 - To lead on PFI negotiations and provide strategic guidance 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 lead and ensure appropriate operating procedures for all FM-related service contracts for assets managed by the BSF and PFI Contracts team are maintained, whilst ensuring value for money and protecting both building occupiers and the council from disproportionate risks
 - To ensure that stakeholders' views and concerns are addressed, and the operation of the contracts affecting them are accurately reported to them
 - To ensure the team and City Council receive appropriate advice on payments, performance and availability deductions, payment mechanism compliance, and all contractual issues including benchmarking and/or market testing of other services related to the established PFI and BSF contracts
 - To lead on the procurement and management of legal and technical advice as and when required in relation to PFI and BSF contractual matters
 - To develop and keep under review the risk register and associated mitigation strategies for these service contracts
 - To lead on the regular reporting to the corporate PFI Programme and Project Boards on all matters relating to contract performance and expiry planning
 - To oversee that effective relationships between the BSF and PFI team, 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:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

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 the following competency level: **Level 3**.

[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

Essential

- Degree or formal qualification (A)

Experience

Essential

- Successful track record of managing a PFI/FM contract (A/I)
- Successful track record of managing and leading FM / Lifecycle arrangements for BSF / PFI contracts (A/I)
- Successful track record of line managing a team of people working across several work streams (A/I)
- Experience of financial systems and procedures including raising of requisitions, budget monitoring and payment of invoices (A/I)
- Successful track record of managing a complex records system (A/I)

Desirable

- Knowledge of the City Council's Standing Orders and Financial Regulations

Skills/Abilities

Essential

- Successful experience of leading negotiations with providers of FM and related services to clients (A/I)
- Successful experience of working in a multi-disciplinary team focussed on the procurement of new services (A/I)
- Successful experience of liaising and supporting a range of stakeholders including schools and their communities (A/I)
- Excellent communication and interpersonal skills (A/I)

Desirable

- Successful experience of working with schools or other stakeholders
- The ability to provide guidance and support to other colleagues and schools relating to asset management
- Organisation skills and the ability to meet deadlines
- Ability to work as part of a team in a changing environment

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)

