

# Job Description

**Job Holder:** Contracts Manager  
**Reports to:** Head of Procurement  
**Grade:** PM2  
**Safety Status:** Non-safety critical  
**Date version agreed:** 6<sup>th</sup> July 2018

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## 1. Job Purpose

To manage the contractual interfaces between West Midlands Trains and other parties, including the Department for Transport, relating to all purchasing requirements of the business, ensuring that business objective and franchise commitments/obligations are met and minimising the commercial risk to the business. Key interface between all Directorates within the business.

## 2. Safety Details

<b>A.</b> This job requires <b>Security Clearance</b> (e.g. Running of Special Trains)	X	NO
<b>B.</b> The job holder is required to hold a relevant <b>Track Safety</b> competence (e.g. PTS)	X	NO
<b>C.</b> This is a <b>Safety Critical Work Post</b>	X	NO
<b>D.</b> This is a <b>Key Safety Post</b>	X	NO
<b>E.</b> Reference to this job is included in West Midlands Train's <b>Safety Certification</b> documents	X	NO
<b>F.</b> This job <b>Manages Employees</b> (undertakes specific tasks indicated in the occupational & operational standards manuals)	X	NO
<b>G.</b> This job <b>Manages Locations</b> (undertakes specific tasks as indicated in the occupational and operational standards manuals)	X	NO

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## 3. Dimensions

- A. Financial:** None
- B. Staff:** None
- C. Others:** None
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## 4. Principle Accountabilities

### Included but not limited to:

- Guiding and supporting the business in procurement activities in line with the WMT and Abellio procurement policies, and where necessary EU Utilities Procurement Guidelines.
  - Tendering of indirect purchase requirements of varying values for all Directorates of WMT, and where necessary other Abellio Group companies.
  - Prepare and negotiate contracts and contract amendments necessary to meet business requirements and franchise commitments/obligations.
  - Liaise with the Franchise Team and the Department of Transport to obtain approval of Key Contracts in line with the Franchise Agreement.
  - Provide commercial and contractual advice to the business where required.
  - Provide the primary interface between WMT and external lawyers for matters relating to contracts.
  - Attend contract review meetings where necessary.
  - Support the Head of Procurement to deliver business requirements, where necessary representing the Head of Procurement at meetings.
  - Provide management reporting where required.
  - Support the Head of Procurement with the review and development of the procurement policies and procedures to respond to the demanding needs of the business.
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## 5. Context

### **A: Operating Environment:**

Challenging environment requiring the ability to communicate effectively at all levels of the business and with a wide range of external organisations.

### **B: Framework and Boundaries:**

Abellio Group Procurement Policy  
WMT Procurement Strategy, Policy and Procedures Manual

**C: Organisation:** N/A

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## 6. Relationships

### A: Reporting lines

Reporting to the Head of Procurement

### B: Other Contacts:

Including but not limited to:

- 1) Internal - WMT
  - All WMT Directorates
- 2) Internal - Abellio
  - Abellio Group including legal.
  - Abellio Group Companies
- 3) External
  - Department for Transport
  - Transport for West Midlands
  - Suppliers
  - Sales Customers
  - Legal providers

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## 7. Knowledge and Experience

- Experience within the UK Rail Industry preferred but not required.
- Experience of tendering under EU Procurement Utilities Contract Regulations.
- Preferred experience with IT Contract negotiations.
- Sound commercial and financial awareness.
- Experience of working with and interpreting complex legal documentation.
- Experience in management and negotiation of large contracts.
- Experience of working with legal advisors and instructing legal advice.
- Educated to degree standard.
- Working towards or hold Chartered Institute of Purchasing and Supply Membership (CIPS).

Additional skills:

- Good attention to detail
  - Negotiation and influencing skills.
  - Ability to multi task and manager several concurrent conflicting deadlines.
  - Able to manage conflicting priorities between Finance and other Directorates.
  - Communication skills.
  - Team player.
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## 8. Job Challenge(s):

- Balancing the conflicting requirements of the Finance Director and other Directors of WMT.
- To ensure that contractual rights and obligations are rigorously applied whilst also facilitating pragmatic solutions to day-to-day problems.
- To support the delivery of franchise commitments/obligations.
- Looking for best value through good contract management.
- Delivery of tenders to meet tight project deadlines.

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## 9. Additional Information

Based at WMT's Birmingham Head of Office but some travel may be required.

### 10. Sign off

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

### Nominated Deputies

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

#### Job title of

**Nominated Deputy:** .....

**Name of Nominated Deputy:** .....

**Signature of Nominated Deputy:** .....

**Date:** .....

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

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# Job Description

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

### 1. Policy, Leadership and Resourcing

- a. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
- b. You are responsible for attending the following safety and / or environmental related meetings:  
E.g. Sustainability Action Group, SEMG  
  
List meetings here  
  
 None apply
- c. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

### 2. Employee training

- a. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).

### 3. Planned Inspections

- a. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.

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## **4. Accident and incident investigation**

- a. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
- b. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.

## **5. Emergency planning and Security**

- a. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
- b. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
- c.
- d. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.

## **6. Rules Competencies, Permits and Licences**

- a. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
- b. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
- c. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.

## **7. Communications**

- a. You must ensure that you attend regular briefings which cover safety and environmental issues.
- b. You must attend any local job induction training session on your first day at a new location.

## **8. Auditing and safety Check**

- a. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.
- b. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.

## **9. Promotion of Environment & Safety Issues**

- a. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.

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## 10. Health Controls

- a. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
- b. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
- c. You must understand and comply with the standard for Control of Asbestos.
- d. You must understand and comply with company standards for management of cases of occupational ill health.
- e. You must understand and comply with the standard for Staff Care and Support System (SCASS).

## 11. Personal Protective Equipment (PPE)

- a. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
- b. You will be issued with PPE on a personal basis.

## 12. Purchasing, Procurement and Management of Contractors

- a. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
- b. You must understand and comply with the company standard for managing contractors.

## 13. Environment

- a. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

Signed:		Job title:	
Name:		Location:	
Date:			

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

# Job Description

Signed:		Job title:	
Name:		Location:	
Date:			

**Review**

This statement will be reviewed annually.

Date Due:	Date Reviewed :	Post Holder Signature:	Line Manager Signature:
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