



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Custodial Contracts Directorate

Job Description – Contract Assurance Specialist

Document Ref.	HQ JES 2699 Contract Assurance Specialist v2.0
Document Type	Management
Version	2.0
Classification	Official
Date of Issue	14 th November 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Contract Assurance Specialist
Directorate	Custodial Contracts Directorate
Band	5

Overview of the job	<p>This role is within the Custodial Contracts Directorate. The post holder will report to the Senior Contract Delivery Manager.</p> <p>The post holder will ensure that all contract data is contract compliant and captured correctly and the analysis of complex and diverse data sets.</p> <p>The post holder will provide support to Contract Delivery Managers and other stakeholders.</p> <p>This is a HQ role located in geographically dispersed locations.</p> <p>This role may have line management responsibility.</p> <p>This role is non-Operational.</p>
Summary	<p>The job holder will support the development of reporting data sets by providing analytical support for management information. They will develop and maintain data analysis tools to manage, summarise and present data in an understandable and usable format to internal and external stakeholders.</p> <p>The role will apply analytical techniques to the maintenance and development of management information. They will produce high quality statistical analysis, both on a regular and an ad hoc basis.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Ensure that all contract data is contract compliant and captured correctly. • Develop and ensure that all quality assurance procedures for the contracts work effectively. • Identify efficiency savings and bring to the attention of the relevant contract managers. • Provide accurate and in depth data analysis to support decision making. • Develop and maintain data analysis tools for internal stakeholders. • Responsible for monitoring and responding to all external data requests into the directorate within specified timescales. • Supporting non-analytical colleagues in use and interpretation of data. • Utilise contrasting and incomplete datasets to draw conclusions.

	<ul style="list-style-type: none"> • Organise and prioritise own workload, ensuring that regular reports and information are provided on time and also responds to ad hoc data requests within specified timescales. • Responsible for the production of complex strategic reports including in depth research and statistical analysis, the drafting of narrative and graphical representations in relation to management information. • Responsible for designing, operating and updating a range of reporting systems and databases, collating and supplying data for routine and ad hoc management reports safeguarding the confidentiality, integrity and availability of official data. • Produce reports and provide ad hoc contributions and briefing for PQs, FOIs. • Develop and maintain data analysis tools to manage, summarise and present data in an understandable and usable format for internal and external stakeholders. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Managing a Quality Service • Delivering at Pace • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Analysing complex information. • Developing systems to ensure data and analysis meet an appropriate level of quality assurance. • Good communication skills (both written and oral) and generally digitally competent. • Good understanding of HMPPS strategic direction with an ability to influence others in a professional and diplomatic way. • Foundation level knowledge of working with public sector contracts and an understanding of contractual boundaries and demonstrates knowledge of contractual obligations. • Word, Excel and Access to a practitioner level • Working Knowledge of Quality Assurance Techniques • Working Knowledge of Visual basics for Application

Technical Requirements	
Ability	<ul style="list-style-type: none"> • Good interpersonal and communication skills; able to build productive working relationships at all levels, both internally and externally • Ability to manage uncertainty and respond flexibly to a changing environment • Proven ability to be self-motivating and demonstrate experience of escalating challenges to contribute to successful outcomes. • Reasonable competence with Excel (including using charts to visualise data) and experience working with management information.

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	37 hour working week.
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Changing and Improving		Proven ability to be self-motivating and demonstrate experience of escalating challenges to contribute to successful outcomes.	Analysing complex information.	
Making Effective Decisions		Ability to manage uncertainty and respond flexibly to a changing environment	Developing systems to ensure data and analysis meet an appropriate level of quality assurance.	
Managing a Quality Service		Reasonable competence with Excel (including using charts to visualise data) and experience working with management information.	Good communication skills (both written and oral) and generally digitally competent.	
Delivering at Pace		Good interpersonal and communication skills; able to build productive working relationships at all levels, both internally and externally	Good understanding of HMPPS strategic direction with an ability to influence others in a professional and diplomatic way.	
Working Together			Foundation level knowledge of working with public sector contracts and an understanding of contractual boundaries and demonstrates knowledge of contractual obligations	
			Word, Excel and Access to a practitioner level.	
			Working Knowledge of Visual basics for Application.	
			Working Knowledge of Quality Assurance Techniques.	