

<b>Job Title:</b>	PFI Compliance Partner
<b>Job Grade:</b>	-
<b>Reports To:</b>	Head of Estates/Facilities
<b>Direct Reports:</b>	N/A
<b>Clearance Required:</b>	Enhanced DBS
<b>Key Stakeholders:</b>	All levels of leadership and management, employees, governors, trustees, external agencies and partners

### Job Purpose

The postholder will ensure the obligations of the PFI contract for the Education Village Academy Trust (EVAT) and Harrowgate Hill Primary School are met and reported to appropriate stakeholders, including Darlington Borough Council, Harrowgate Hill Primary School's leadership team, EVAT's executive leadership team and EVAT's Trustees.

The postholder will work collaboratively with internal and external stakeholders including the contract's special purpose vehicle (Kajima) and the onsite management team (Mitie).

### Key Responsibilities and Accountabilities

<b>1.</b>	Provide effective and professional support to the Trust's estates and facilities team and will support the strategic management of the PFI contract
<b>2.</b>	Review contractor performance, daily, and input areas for address into the helpdesk system, monitor progress of tasks from input to completion and collate and present data on underperformance or inaccuracies in relation to the completion of helpdesk tasks
<b>3.</b>	Support the development and implementation of a robust contract management framework/plan for the management and reporting of contract performance
<b>4.</b>	Monitor the performance of the contract on site through:

	<ul style="list-style-type: none"> <li>• Contract administration management on behalf of Darlington Borough Council and EVAT; to provide operational oversight of the contract in terms of risks, underperformance, change control, contract maintenance and delivery of obligations required to be fulfilled under the terms of the contract</li> <li>• Service delivery management; effective oversight of performance and quality metrics to monitor compliance with contract and reporting, including the availability of accommodation</li> <li>• Relationship management; provision of open and constructive feedback to contractors, aiming to resolve or ease tensions and identify problems early</li> </ul>
5.	Analyse contract information to monitor contractor performance, identify trends in data and determine any deductions for underperformance or liabilities for the Trust
6.	Complete daily, weekly and monthly onsite and system checks, working collaboratively with the contractor to ensure the Trust and Darlington Borough Council are in receipt of an accurate monthly performance report (provided in line with contract requirements) and to ensure the correct application of the associated payment mechanism
7.	Report where there are any gaps with compliance/onsite performance
8.	Contribute to the development and implementation of policies and procedures associated to the provision of services across the PFI portfolio to ensure compliance with the contract and with regulatory and legislative requirements
9.	Work closely with the contractor's onsite team to negotiate and agree actions to address or remediate underperformance to ensure the learning environment is clean, safe and aspirational
10.	Escalate formal disputes to the Deputy Chief Executive and Darlington Borough Council providing advice, and support the dispute resolution procedure if required
11.	Inform the management of contract risks and contribute to the maintenance of the contract risk register including commercial risks to EVAT. Develop strategies to mitigate risks in partnership with the contractor

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| 12. | Provide update reports and recommendations to executives, Trustees and local authority representatives on contracting arrangements, performance, effectiveness and value for money. |
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*This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.*

### Person Specification

Qualifications	Essential or Desirable
Degree in related subject or ability to demonstrate equivalent experience	E
Membership of respective professional recognised body	D
Project management or post graduate management qualification	D
Skills	Essential or Desirable
Computer literate with excellent understanding of Microsoft Office suite of programmes	E
Able to plan and organise self to ensure tight deadlines for reporting purposes and operational requirements are met	E
ICT literate with a working ability to use key IT software to present work to a high standard	E
Ability to collate, manage and analyse data to provide insight through trends, themes and translate into effective action plans	E
Ability to be able to present information in a logical and systematic manner and to interpret data with skill and understanding to inform strategic decision-making at school and Trust level	E
Knowledge / Experience	Essential or Desirable
Ability to build effective working relationships with colleagues and external partners at all levels	E
Previous experience of complex contract management across large sites	E
Experience and knowledge of PFI contracts/services provision	E
Operational experience including compliance both contractual and at a service delivery level	E
Completion of quantitative and qualitative contract reviews and analysis of technical data to present findings in a concise and cogent form	E
Ability to provide and receive complex information/ data and be able to communicate the information onwards to allow understanding across all stakeholders	E
Awareness of child protection / safeguarding issues	E