

Job Title:	PFI Contract Manager
Job Grade:	Band 11 SCP 32-35 £41,511 - £44,711
Reports To:	Head of Estates and Facilities
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, external agencies and partners

Job Purpose

This pivotal role ensures the operational success of our PFI contract, directly supporting high-quality learning environments for our students. You will be the Trust's subject matter expert on contract delivery and compliance and you will lead on optimising the performance of the PFI site via robust contract management.

The postholder will have the opportunity to support and influence outcomes for estates performance, safeguarding and financial viability across a large educational estate and work collaboratively with internal and external stakeholders.

The Trust's PFI (Private Finance Initiative) building is managed through a long-term contract where private partners handle construction and ongoing facilities services. The Trust ensures the contracts delivers value, compliance, and quality and provides an aspirational learning environment.

Key Responsibilities and Accountabilities

1.	Provide professional support to the Trust's estates and facilities team, contributing to the strategic oversight and delivery of the PFI contract
2.	Conduct daily reviews of contractor performance, log issues in the helpdesk system, track task progress to completion, and report on underperformance or data inaccuracies
3.	Support the development and implementation of a robust contract management framework for the management and reporting of contract performance
4.	Monitor the performance of the contract on site through:

	<ul style="list-style-type: none"> • Contract management on behalf of EVAT and the local authority; providing operational oversight in terms of risks, underperformance, change control, contract maintenance and delivery of obligations required • Oversight of performance: Oversee service delivery, monitoring quality and performance metrics to ensure contractual compliance • Relationship management; provision of open and constructive feedback to contractors, aiming to resolve or ease any tension between delivery and expectations and identify problems early
5.	Analyse contract information to monitor contractor performance, identify trends in data and determine any deductions for underperformance
6.	Complete daily, weekly and monthly onsite and system checks, working collaboratively with the contractor to ensure the Trust and Darlington Borough Council receive an accurate monthly performance report
7.	Support the evaluation and negotiation of contract variations and lifecycle changes, ensuring alignment with strategic objectives and contract terms
8.	Contribute to the development and implementation of policies and procedures related to service delivery across the PFI portfolio
9.	Promote environmental sustainability within PFI service delivery, identifying opportunities for energy efficiency and compliance with net zero objectives
10.	Work closely with the contractor's onsite team to agree actions and to address or remediate underperformance to ensure clean, safe and aspirational spaces
11.	Escalate formal disputes through reporting lines providing advice, and support to ensure speedy resolution
12.	Develop strategies to mitigate risks in partnership with the contractor and ensure risks are managed and communicated to stakeholders via a robust risk register
13.	Provide reports and recommendations to executives, Trustees and local authority representatives on contracting arrangements, performance, effectiveness and value for money.

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 facilities, construction, contract management, or demonstrable 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
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	D
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