



Marie Curie Job Description

Job title:	Divisional Contracts Lead
Department:	Caring Services
Location:	Flexible across the division
Reports to:	Divisional Business Manger
Accountable to:	Divisional General Manager

Job Purpose/Summary

The post holder will support the divisional team in contract negotiations with customers for appropriate models of care, including budgets and service performance indicators, usually using the NHS Standard Community Contract

The post holder will provide detailed quality, outcome and financial performance reports with insight and analysis to the divisional team to support service commissioning and improvement.

The post holder will lead in business case preparation and bid/tender production on behalf of the divisional team providing detailed geographical specific analysis.

Key relationships

- Divisional Business Manager;
- Divisional Implementation Lead;
- MCNS Regional Managers;
- Hospice Managers;
- Medical Directors;
- Clinical and Operational Management Teams,
- Central Analytic and Service Design Teams,
- Finance Teams and external commissioners and finance departments

Accountabilities (Duties & Responsibilities)

Actively support the Divisional Team by:

- Providing clear and coherent information that enables effective service planning, development, operation and improvement.
- Actively support the divisional team in successful annual commissioning discussions with statutory sector partners by the production of clear, accurate data on MC services and local/regional data such as death at home rates.
- Provision of high quality reports to support internal performance management at PCO, area, and as appropriate, divisional level.
- Provision of high quality reports to support agreed customer reporting requirements.

- Under the direction of the Divisional Business Manager lead business cases bids and tenders, the post holder is expected to analyse and provide data such as area specific mortality, Marie Curie usage, Marie Curie theoretical service models etc.
- Work with the Analytics team to develop and operate the Caring Services Management Information and Performance systems on behalf of the division, to produce standard and bespoke reports and analysis.

The Contracts Lead is expected to:

Lead on Contracting and Service Performance Analysis

- Ensure that all Commissioners have an up to date, signed contractual agreement for all agreed services.
- Monitor the delivery of the services against contractual agreements maintaining contractual and commercial elements of commissioning including supporting negotiations and reviews and the leading of debt management on behalf of the divisional team.
- Identifying, escalating and actively managing financial and business risks within the division including over / under-spend on agreed services and significant variations in spend.
- Provide detailed bespoke patient activity, service delivery, outcomes, quality and cost reporting and analysis of MC services for the divisional team to meet the contractual responsibility and to enable PCO reporting.
- To ensure the effective provision of detailed contract level information to support managers in the achievement of Performance Indicators and Service Plans in support of the Charity's Strategic Plan.
- Support the Divisional Business & Service Development Manger with commercial analysis, inputting into the division strategic and operational planning.

Lead service analysis, bid/tender and business case preparation.

- Through horizon appropriate scanning identify potential opportunities for new service developments and new funding streams.
- Prepare analysis on the local PCO / health model to identify areas of need and develop business cases on behalf of the divisional team.
- Working with the divisional team and other departments across the charity lead on the development of bids/tenders and business cases preparing analysis detailing projected service delivery outcomes and financial modelling to including operational costs and charges of the service.
- Provide reports and information about the 'local' health care and palliative care environment at contract level to support managers in the development of strategies to care for more patients.
- Working with others across the division and the charity use information from all of the charities information systems to develop quality reports to meet the needs of the clinical, operational teams and the commissioners.

Drive improvements in quality of care and service delivery through:

- The delivery of high quality contracting and commissioning practices.
- Supporting commercial aspects of the development of new services that extend MC reach.

- Implementing and maintaining customer relationship and key account management principles, processes and systems.
- Monitoring, and reporting to Commissioners on services and their delivery.
- Working within the division and wider caring services team to identify ways to optimise business processes and represent specific areas of expertise, or Health Economies.
- Act up for / represent the Divisional Business & Service Development Manger both internally and externally as required.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Divisional Contracts Lead

Criteria	Essential	Desirable	How assessed
Skills/ Abilities	<ul style="list-style-type: none"> ➤ Strong Negotiation skills ➤ Strong sales skills ➤ Strong proposal writing ➤ Strong ability to close the deal ➤ People management ➤ Report writing skills ➤ Strong Interpersonal skills ➤ Excellent Communication skills ➤ Excellent presentation skills ➤ Financial analysis ➤ Budget preparation and management ➤ Performance management skills 	<ul style="list-style-type: none"> ➤ Project Management skills ➤ Organisation development skills ➤ Strategic management skills 	CV Interview
Knowledge	<ul style="list-style-type: none"> ➤ NHS Commissioning processes ➤ Understanding of health care in the relevant division ➤ Service Development ➤ Contract writing and management ➤ Commercial and legal working practises for service delivery. ➤ Customer Relationship Management ➤ Change management processes 	<ul style="list-style-type: none"> ➤ Project Management techniques / tools 	CV Interview
Qualifications, training and education	<ul style="list-style-type: none"> ➤ Relevant degree and/or extensive experience in business development in the health and social care sector 	<ul style="list-style-type: none"> ➤ Master's Degree 	
Experience	<ul style="list-style-type: none"> ➤ Management of remotely located teams with portfolio of over £3M 	<ul style="list-style-type: none"> ➤ Leading bid teams, especially for consortia bids. 	CV Interview

	<ul style="list-style-type: none"> ➤ Negotiating national (UK-wide) services ➤ Developing and implementing complex action plans & monitoring performance ➤ Responsibility for negotiating contracts of over £250,000 ➤ Leading bids and Tenders 		
Other requirements	<ul style="list-style-type: none"> ➤ Self-starter ➤ Completer / finisher ➤ Outcome driven ➤ Customer focused ➤ Delivery focused ➤ Excellent at developing and maintaining relationships ➤ Committed to continuous improvement ➤ Passion for excellence ➤ Innovate and creative ➤ Customer focused ➤ Dynamic ➤ Team orientated 	<ul style="list-style-type: none"> ➤ Strategic thinking 	CV Interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities



Marie Curie Terms & Conditions

Job title	Divisional Contracts Lead
Salary scale	MCJES Grade E
Annual leave entitlement	25 days plus 8 bank holidays
Notice period	One Month (after first 6 months of service)
Working hours	35 hours per week
Disclosure Check	None

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems