



SALISBURY DIOCESAN BOARD OF FINANCE

Role Description and Person Specification

JOB TITLE:	Contracts & Supplier Manager
TEAM:	Insight, Change & Technology
DURATION	Permanent (Frequent Homeworker)
LINE MANAGER:	Head of Insight, Change & Technology
RESPONSIBLE FOR:	No direct reports

JOB PURPOSE

The Contracts & Supplier Manager is responsible for leading the DBF's approach to contract, supplier, procurement and insurance management. The role ensures contracts deliver value for money, suppliers perform effectively, risks are managed appropriately, and governance requirements are consistently met.

The post holder will establish and maintain a robust contract management framework, oversee strategic supplier relationships, support procurement activity, and provide assurance that contractual obligations and organisational standards are achieved.

DUTIES AND RESPONSIBILITIES

Contract & Supplier Management

- Build and maintain effective working relationships with suppliers, contractors, and internal stakeholders to understand DBF needs and requirements
- Develop and maintain contract management policies, processes, templates and guidance.
- Manage strategic and business-critical contracts throughout their lifecycle, from procurement through to renewal, extension or exit.
- Support the procurement processes and activities, from tendering, supplier selection and contract negotiations between DBF and supplier(s).
- Develop and maintain accurate contracts register
- Ensure lessons learned and continuous improvement activities are embedded within contract management processes as a part of a wider change management framework

Compliance, Performance and Risk Management

- Identify, assess and manage contractual risks, including but not limited to performance issues, contract variations and expiry management



- Monitor supplier performance against KPIs, service levels and contractual commitments; produce regular management information, reports, dashboards, and performance updates for stakeholders and governance groups.
- Address supplier underperformance, non-compliance, or service issues in a timely and professional manner; lead resolution of supplier performance issues, contract variations and disputes.
- Apply contractual remedies, improvement plans, or escalation processes where appropriate.

Governance, Insurance and Quality Assurance

- Ensure all contract management activities are undertaken in accordance with DBF governance requirements and relevant regulation & legislation.
- Provide relevant reports to aid decision making at governance meetings and committee administration, such as the Finance & Resources Committee, acting as the Parsonages Board and Glebe Committee.
- Provide contract management advice to service areas and regular upskilling sessions, tools and templates to ensure consistency of approach across all DBF contracts providing assurance to service areas they are doing the right things in the right way.
- Support compliance with financial controls, data protection requirements, health and safety obligations, and audit standards.
- Maintain appropriate confidentiality and professionalism when handling sensitive or commercially confidential information.
- Manage DBF insurance arrangements including renewals, claims coordination and liaison with insurers, brokers and other key stakeholders.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and professionalism and will involve handling sensitive, commercially confidential data, and occasionally emotive information.

The post holder must always undertake activities in accordance with legislative and regulatory requirements, DBF policies and organisational values. The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.

This job description outlines the main duties and responsibilities of the role and is not intended to be an exhaustive list. Duties may change in line with organisational requirements.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	Degree, professional qualification, or equivalent experience in Procurement, Commercial Management, Supply Chain, Business Management, Housing, or related discipline.	Membership of the Chartered Institute of Procurement & Supply
Experience	Significant experience in contract and supplier management; developing frameworks, policies and procedures; leading procurement activities; monitoring supplier performance; and providing guidance and training.	Experience managing high value contracts including but not limited to Housing or Property Management Services, Technology Systems and other related contracts. Experience working within the context of Church of England, ideally in a diocese
Competencies & Behavioural requirements	In depth knowledge of contract management best practices; commercial acumen and tenacity to ensure best value is obtained through the life of the contract; excellent negotiating, documentation and presentation skills; proven skills in understanding and applying good corporate governance arrangements	
Personal Attributes	Collaborative, proactive, organised, commercially aware, professional and discreet. In sympathy with the aims and ethos of the Church of England	

Employee Name:

Line Manager Name:

Signature:

Signature: