

Job Title:	Contracts and compliance coordinator.
Reports to (job title):	Manager for Administrative Services and Transformation Lead
Line Manager to:	

## Job purpose

The Contracts and compliance coordinator will provide administrative oversight for business contracts and subcontracts, ensuring they progress efficiently through the necessary approval processes. The postholder will support contract management, compliance tracking, and risk identification while ensuring effective communication between operational teams and senior leadership. This role requires strong organisational skills, attention to detail, and the ability to coordinate multiple stakeholders to ensure timely contract execution.

## Key Responsibilities

### Contract Administration & Support

- Ensure that new business contracts and subcontracts follow the correct internal approval processes and meet regulatory and organisational requirements.
- Track contract progress and coordinate documentation to facilitate timely approvals.
- Maintain accurate records of contracts and associated documentation to support compliance and audit requirements.
- Liaise with operational teams and senior colleagues to ensure contract-related actions are completed within required deadlines.
- Ensure all contracts are reviewed, finalised, and signed within the required timeframe.
- Proactively follow up with external parties to secure timely contract execution.
- Monitor contract timelines and anticipate upcoming expirations, initiating the exit process in advance where necessary.
- Liaise with internal teams to ensure compliance with contractual obligations and deadlines.

### Risk & Compliance Monitoring

- Identify potential risks or delays in contract execution and escalate issues as needed.
- Support the completion of Data Protection Impact Assessments (DPIAs) and Records of Processing Activities (ROPA) to ensure compliance with data protection regulations.
- Work closely with relevant teams to ensure contract terms align with legal and regulatory requirements.

## Administrative Coordination & Reporting

- Develop and maintain systems for tracking contract performance and compliance allowing for accurate recording of updates for relevant stakeholders
- Prepare reports and summaries on contract status and key actions for senior management.
- Support service delivery improvement plans by ensuring relevant documentation and records are maintained.

## Stakeholder Communication & Support

- Act as the first point of contact for contract-related queries from internal teams.
- Provide administrative support to senior colleagues in contract-related matters, ensuring key deadlines are met.
- Assist in coordinating meetings and follow-up actions related to contract administration.

## Retender & Bid Support

- Provide administrative support during the retender/ bid preparation process, including formatting documents, managing version control, and coordinating inputs from stakeholders.
  - Liaise with project leads to collect, organise, and maintain evidence required for our test and learn approach for the service retender.
  - Ensure all evidence is up-to-date, accurately referenced, and stored in line with internal documentation standards.
  - Provide administrative support for meetings related to upcoming service retender, project planning, including scheduling, preparing agendas, and distributing relevant reading materials.
  - Take accurate meeting actions, track action status, and follow up with relevant project leads to ensure completion.
  - Assist with the coordination of internal communications relating to the service improvement meeting.
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## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
Inspire	Challenge	Accountability
Understand	Improve	Involve
Communicate	Learn	Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients, and visitors. It is essential to always observe strict fire and security precautions.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

## Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Qualifications and Experience:

### Essential Criteria

#### Essential:

- Experience in contract administration, business support, or a senior administrative role.
- Strong organisational and project coordination skills with the ability to manage multiple priorities.
- Excellent attention to detail and ability to track and maintain accurate records.
- Strong communication and stakeholder management skills.
- Familiarity with contract management processes and compliance requirements.
- Understanding of data protection regulations (e.g., GDPR, NHS DSPT).

#### Desirable:

- Experience working within an NHS or healthcare contracting environment.
- Knowledge of governance frameworks related to contract administration.
- Experience with tracking and reporting tools for contract performance.

Employee signature

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Manager signature

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