

# Progression Plan – Contracts Officer



## Top Level (GRADE 4)

Role holder must demonstrate the competencies from the previous levels as well as being able to confidently challenge poor practices within the organisation, and provide advice and recommendations on contract monitoring measures for mid to high level projects.

**Performance:** Shows all previous competencies and is now able to confidently challenge stakeholders if processes are not followed. Looks for opportunities for continuous improvement in processes and systems.

**Qualification:** Must have completed Practitioner Level Contract Management certificate, and be enrolled on the Expert Level. Must also have completed Project Management qualification

## Mid Level (GRADE 3)

Role holder must demonstrate their ability to independently manage workload, with a high degree of organisation and interpersonal skills on display

**Performance:** Able to manage and maintain the contracts monitoring system, and to ensure that all essential tasks are completed on time in full. Be able to provide opinions on potential contract monitoring measures for low to mid level contracts.

**Qualification:** Must have completed GCC Foundation Certificate and workshops 1-8 of Practitioner Level Contract Management Certificate. Must also present options for Project Management certifications to the Procurement & Contracts Manager, along with a recommendation for which they feel would add the most benefit to the service.

## Entry Level (GRADE 2)

Appointed person must show commitment to learning the role. This will include coaching and mentoring from the Procurement & Contracts Manager, attendance at seminars and other training opportunities. They will also work closely with the procurement team to develop their understanding of how contract management can be built into commissioning cycles and procurement processes. They will play a key role in developing a monitoring system alongside the Procurement & Contracts Manager, and will take ownership of this system once established.

**Performance:** Must be able to understand key contract management principles and processes, as well as how they can be applied in commissioning and procurement processes, by the end of the probation period (6 months). They must also have assisted in the development of the monitoring system to be used moving forward, and be ready to take ownership of this system.

**Qualification:** Must enrol on GCC Foundation Certificate in Contract Management, and be ready to progress to the next level of training. Must undertake the TPP modules to gain understanding of the new Procurement Act 2023 and how Contract Management fits within this.