



Role Profile

Job Title: PFI Contract Manager

Grade/ Level: CFL 11

Post Number: SBC_12390

Directorate: Resources - Finance

Job Family: Resources

Date Prepared:
May 2025

Role reports to: Head of Corporate Finance

Job Purpose:

To play a key strategic role in supporting the successful operational contract management of the North Swindon Schools PFI Contract through to contract handover in 2032, and to work with all stakeholders to ensure that contracting parties effectively discharge responsibilities under the Private Finance Initiative Contract Arrangements.

Key Accountabilities:

1. To lead and co-ordinate with other Council Directorates when required to address significant issues/interfaces with the PFI Contract.
2. To review all project documentation on a regular basis and incorporate any additions and/or amendments to address known or recurring issues.
3. To regularly monitor the Helpdesk system used by schools to register service issues and ensure that penalties are calculated in accordance with the payment mechanism.
4. To ensure that third party revenue is reviewed and profit share is correctly calculated and invoiced
5. To ensure the service provided is monitored and compliant with the contract, including statutory and regulatory compliance, acting as first point of contact for the PFI provider, Schools and the Council in managing any issues as they arise.
6. To attend meetings as required, including Service Review and Lifecycle maintenance meetings with Schools and PFI provider, acting as the Council's representative.
7. To review, agree and process monthly unitary charge invoices.
8. To act as first point of contact for Schools around any contract or performance issues including variations to services.
9. To keep abreast of relevant legislation and Government regulations that impact on PFI.

Supplementary Accountabilities:

1. To manage the financial process around contract variations including recharges to Schools and reconciliations to Oracle.
2. To Liaise with Consultants, and third parties as required to correctly interpret the PFI Agreement
3. To ensure bench marking and market testing reviews are undertaken in accordance with the contract and be accountable for driving continuous improvement.
4. To ensure that maintenance and service schedules are reviewed and agreed.

<p>Job Scope: No & type of jobs Managed: Responsible for: None</p> <p>Typical tasks supervised/allocated to others: None</p>	<p>Job Scope: PFI Contract and related matters</p> <p>Budget: Nil Assets: None</p>
<p>Knowledge & Experience:</p> <ul style="list-style-type: none"> • Experience of managing large and complex contracts. • Experience of PFI Contract Management preferable but not essential. • Demonstrate proficient and practised experience in dealing with Commercial Partners to provide services within the contractual framework, and have an expert knowledge of the principals of monitoring contracts against indicators and performance standards. • Significant experience working within Estates & Facilities services or similar role that demonstrates the ability to successfully deliver Facilities Management related contracts with the necessary commercial skills. • Evidence of diplomacy and negotiation skills. • Possess good organisational skills. 	
<p>Decision Making:</p> <ul style="list-style-type: none"> • Experience of developing solutions associated with the ongoing management of large complex projects, and ability to take rapid decision on key issues. • Experience of interpreting complex contract documentation to inform decisions. 	
<p>Contacts and Relationships:</p> <ul style="list-style-type: none"> • Highly developed inter-personal and motivational skills and ability to deal with both internal and external stakeholders at all levels. • Liaise with School Business/Estate managers and Head Teachers. 	
<p>Creativity & Innovation:</p> <ul style="list-style-type: none"> • Experience of developing solutions to specific project problems, whilst engaging with all relevant stakeholders. 	
<p>Health and Safety:</p> <p>In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.</p> <p>You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.</p> <p>You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.</p>	

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

Employee Signature:**Print Name:****Date****Line Manager's Signature****Print Name:****Date:**