

Lancashire County Council

Contract Support Officer - Grade 6

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
3 GCSEs Grade C and above or equivalent including English and Maths	E	A,I
NVQ Level 3 or equivalent in a field relevant to the post	E	A,I
Experience:		
Experience in supporting contract management activity, preferably in a public sector organisation/local authority	D	A,I
Experience of managing systems, the quality of system information, and producing system reports	E	A,I
Administrative experience, including scheduling meetings with internal and external organisations	E	A,I
Experience of working in a customer focussed team, liaising with external organisations and officers at all levels	E	A,I
Experience of providing guidance and advice on procedural issues to service areas	D	A, I
Experience of contributing to procedural change	D	A,I
Knowledge and Skills:		
Knowledge of contract management arrangements	D	A,I
Knowledge and use of Information Technology, including use of MS Office Packages, Word, Excel and Outlook	E	A,I
Good organisational skills	E	A,I
Good Interpersonal skills	E	A,I
Ability to use own initiative		
Ability to interrogate and accurately maintain electronic records and databases	E	A,I
An understanding of the importance of good governance arrangements, preferably in a public sector organisation/local authority	E	A,I
Other (including special requirements)		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I

3. Display the LCC values and behaviours at all times and actively promote them in others.

E

I