



<b>Directorate:</b>	Information Technology Services (ITS)
<b>Capability :</b>	IT Controls
<b>DDAT Profession:</b>	N
<b>DDAT taxonomy family:</b>	N/A
<b>DDAT Role level:</b>	N/A
<b>DDAT Market Force Led (MFL) Pay framework:</b>	No
<b>Job Title:</b>	IT Contract Lead
<b>Grade:</b>	SEO
<b>People Management Accountabilities (Y/N)</b>	Y

### Job Purpose/Role Description

As Part of Information Technology Services (ITS), IT Controls is at the core of the Department, providing centralised services to ITS which support the business in meeting its objectives and enabling service delivery.

The IT Controls IT Contract Lead is responsible for the provisioning and management of all ITS contracts to aid the delivery of an efficient and comprehensive, supplier and third-party engagement and management service for ITS.

The role reports to the IT Controls Supplier Manager, taking responsibility for IT Supplier Management and should contribute to the effective running of the team, covering for peers and deputising for the Supplier Manager as and when appropriate.

### Main Responsibilities: (Work Activities)

1	Manage a team of Contract Owners (CO) responsible for tracking, managing and providing administrative support for DVLA 3 <sup>rd</sup> Party IT Supplier contracts (total contracts value of £120m).
2	To lead and manage effective communications between owned business area, IT Controls Finance, Suppliers and internal /external stakeholders, for example, lead the weekly stand-ups to ensure all relevant parties have opportunities to discuss contract activity in an open and honest environment.
3	To act as the Subject Matter Expert (SME)/Process Owner and provide advice on IT contracts, ensuring ITS remains commercially compliant, conforms to the necessary governance approval and processes and ensures that the performance and deliverables of the suppliers are adding value.
4	Provide support and, where necessary, lead CO tasks and responsibilities, ensuring ITS is compliant with the Agency's commercial obligations, in accordance with its strategic objectives and continues to provide service levels to its customers.
5	To be responsible for managing IT contract renewals; proactively engaging with Commercial Advisors, contract owners and technical leads to ensure requirements are captured and approvals sought in sufficient time to meet deadlines.
6	Maintain a roadmap of contract renewals overlaid against the IT Strategy to support ITS delivery; identifying key milestones to ensure service is not impacted.
7	To maintain an accurate record of all 3 <sup>rd</sup> Party Contract costs to feed into budgets for business as usual operations and strategic organisational change, using SAP and the Contract Management System as base data.
8	Responsible for monitoring contract spend against contract value, ensuring invoices are paid in line with DVLA's Purchase to Pay process. Identify any shortfalls and work with Commercial Directorate and Finance to put in place provisions to ensure contract continuity.



9	To be responsible for submitting robust and accurate Cabinet Office Spend Approval forms via the necessary governance for all high value Hardware and Software contracts. Coordinating input and contributions from Finance and Commercial and providing justification for the requests both internally and to Cabinet Office.
10	To set an example to others with professionalism, leadership style and management techniques, embracing new ways of working.
11	Co-ordination and escalation of risks and issues that could affect the delivery of the Supplier Management function and to plan mitigating actions.
12	To adopt a model of continuous improvement in the quality of service provided by owned business area, ensuring appropriate involvement from a diverse range of staff, stakeholders and delivery partners
13	To support the IT Controls Supplier Manager and Supplier Management team in delivering the functions and tasks required to support the other Capabilities in delivering on ITS Strategy and Objectives.

Technical Capabilities – SFIA (maximum of 6)		
1	Sourcing (SORC)	Level 4
2	Relationship Management (RLMT)	Level 5
3	Contract Management (ITCM)	Level 5
4	Performance Management (PEMT)	Level 5
5	Business Risk Management (BURM)	Level 4

Civil Service Behaviours (maximum of 6)		
1	Making Effective Decisions	Level 3
2	Leadership	Level 3
3	Working Together	Level 3
4	Managing a Quality Service	Level 3
5	Delivering at Pace	Level 3
6	Communicating and Influencing	Level 3