Job Description – Contract Manager (PB4)

Grade: Pay Band 4
Contract type: Fixed term (3 years)
Working pattern: Full-time (37 hours/week)

Job Summary

Forestry England's Biodiversity Plan sets out a bold ambition of nature recovery in the Nation's Forests. Working across five principal focus areas, Forestry England aims to restore resilient biodiversity in the nation's forests, delivering our vision to ensure that these forests provide the most valuable places for wildlife to thrive and expand in England.

As Contract Manager, you will play a key role in ensuring Forestry England achieves maximum value from contracts, frameworks and Dynamic Purchasing Systems (DPS) that support our biodiversity programmes.

Working within the Commercial Services team, you will be responsible for managing the operation, performance and continuous improvement of a portfolio of agreements.

Acting as the lead for these agreements, you will work closely with internal stakeholders, suppliers and delivery partners to ensure efficient access to compliant routes to market and the effective delivery of contracts that support Forestry England priorities. The role supports nationally significant programmes and requires strong stakeholder engagement, supplier management and commercial oversight.

The role is based in Bristol, with flexibility for blended working (see details below).

Please note that this role must be worked within the UK and cannot be undertaken overseas.

Key Responsibilities & Accountabilities

- Work closely with internal stakeholders including forestry, environment, land management, finance and commercial colleagues to ensure frameworks and contracts meet operational needs.
- Manage the operation and performance of frameworks and other commercial arrangements, acting as the primary point of contact for suppliers and users, and supporting effective supplier relationships and service delivery.
- Maintain accurate contract documentation and management information to support audit, assurance and reporting requirements.
- Monitor and report contract and framework spend against budgets and forecasts, highlighting variances and supporting financial planning and controls.
- Promote best practice in contract management across Forestry England, supporting consistent commercial approaches and effective use of contractual arrangements.

- Identify lessons learned and opportunities to improve commercial arrangements, contract specifications, supplier performance and future procurement activities.

And any other tasks, reasonably requested by your line manager.

Location-Specific Information

You will be based at our National Office, Bristol with flexibility for blended working. Expectations of at least one office day per week.

Skills, Knowledge & Experience

Essential:

- Experience in a contract management, supplier management, commercial or procurement role.
- Experience of managing supplier performance and stakeholder relationships.
- Experience of monitoring contract delivery, compliance and performance information.
- Experience of working collaboratively with multiple stakeholders to achieve successful outcomes.
- Strong written and verbal communication skills.
- Good understanding of public sector procurement and commercial governance requirements.

Desirable:

- Experience managing framework agreements or similar commercial arrangements.
- Experience working in environmental services, forestry, land management or similar sectors.
- Knowledge of the Procurement Act 2023.
- Understanding of Government Commercial Function contract management principles.
- Experience of using eSourcing or contract management systems.

Qualifications

Desirable

- CIPS Level 4, WorldCC Contract & Commercial Management qualification, or willingness to work towards a relevant professional qualification.