Job Code: RM01039

Role Purpose

The role holder supports the effective management of residential building lease contracts, ensuring developers meet agreed obligations such as delivery targets, design standards, and legal completions. This role oversees contract performance, validates key data, and contributes to the development of robust management information.

The role collaborates with internal stakeholders to shape future digital systems that enhance data quality and operational insight, helping drive continuous improvement across the organisation.

The role consistently demonstrates and embeds the values and behaviours in daily work, contributing to a positive and inclusive culture.

Responsibilities

- Oversee developer compliance with building lease obligations across multiple live contracts.
- Improve contract management processes and data quality in collaboration with senior leadership.
- Ensure data accuracy and integrity for performance reporting and forecasting.
- Coordinate with internal and external stakeholders to meet contract milestones and legal requirements.
- Identify and escalate contract breaches or defaults to mitigate risks.
- Analyse contract data to support strategic performance measurement.
- Engage with digital transformation teams to define future management information needs.
- Support development of digital systems to enhance contract oversight and decision-making.
- Communicate effectively with developers, consultants, and local authorities to resolve issues.
- Collaborate across departments to ensure successful contract delivery and organisational impact.

Additional information

Qualifications, knowledge and experience

- Degree-level qualification or equivalent professional experience.
- Strong understanding of business operations and performance metrics.
- Experience managing contracts and interpreting commercial obligations.
- Proficient in using digital systems and understanding underlying data structures.
- Experience with financial management and budget approval processes.
- Experience contributing to digital transformation or system improvement initiatives.

Job Function / Family

Contract and Supplier Mgmt : Our roles involve the administration of contracts and maintaining vendor contracts, including the outsourcing of work and management of third-party resources. We effectively manage supplier relationships through evaluating and negotiating of contracts. We also facilitate development of team and partner relationships with vendors/suppliers and maintain relationships for long-term contracts.

Role Classification

Job Level
Level 14

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Values and behaviour framework
All colleagues
Core behaviours that everyone within the organisation should aspire to achieve.

Legend

Low priority | Normal priority | High priority | Not assessable

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