

Assistant Contracts Manager

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Company: mydentist

Location: Kearsley

Category: other-general

We are looking for an Assistant Contracts Manager to join our growing Commissioning team at MyDentist

Open to candidates nationwide as the role can be based fully remotely with occasional travel when needed

A brand new role due to exciting growth within the Commissioning team

A great role for someone looking to expand or grow their career within commissioning

What is the role?

The Assistant Contract Manager will be responsible for providing support to the Contract Managers in their role of managing contractual relationships with NHS commissioning authorities. They will play a key role in leading and supporting the management of contractual compliance and will provide support to Contract Managers by deputising where required, assisting them to manage and proactively grow our dental contracts in line with our commissioning strategy.

Co-ordinate changes to NHS contracts to ensure the organisation remains compliant

Work closely with the Legal team to ensure that the commissioning team meets all regulatory requirements

Lead and develop team management data sets using analytical skills in Excel and Power BI tools

Support the Contract Team and help in preparation for Mid and Year End Contractual Performance Reviews – which includes preparation of performance information and recovery/action plans

Assist with managing identified Risk Practices and work closely with the appropriate Contract Manager

Manage and lead in maintaining internal contractual documentation

Support the administration of renegotiated and varied contracts by myDentist processes

Assist in preparing any briefings for the Company Board and Executive Directors relating to Existing Contracts, Secured Growth, and New Business Developments in all UK regions

Keep apprised of changes in NHS/Government policy, best practice, and strategy to be able to disseminate key information to practice teams, regional management, executive directors, and the board

Support the process of identifying opportunities within the NHS and private markets

I would be great at that! What skills do I need?

Motivated as this is mainly a remote-based role

Flexible time management

Commercial experience and drive

Experience of working in or with NHS Contracting or Commissioning ideally

Experience in supporting the preparation of business proposals, applications or tenders for new business would be beneficial

As part of {my}dentist, you'll be joining the UK's leading provider of dentistry, which supports more than 4 million patients each year to get access to the care they need.

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