Additional Role Information

This job sits within the Commercial and Framework Management (CaFM) team, part of the Portfolio Management, Assurance and Commercial (PMAC) Directorate, in Flood and Coastal Risk Management (FCRM).

CaFM enables delivery of our Asset Management Delivery Portfolio, helping create a better place and resilient communities, by providing specialist Commercial and Framework Management services, including Operational Commercial Services, Should Cost and Benchmarking Intelligence, Operational Framework Management, Future Framework Provision, and a Commercial Centre of Excellence (CCoE).

The **Assistant Framework Manager** supports the governance, assurance, performance, management and improvement of framework contracts, working closely with the Framework Managers to ensure efficient delivery of projects and services in line with the Environment Agency's goals.

Together with Defra Group Commercial, who provide Procurement services and Departmental CoE, we operate as the Commercial Function that enables delivery of our Asset Management Delivery Portfolio, creating a better place and resilient communities.

The Role

Key activities within the role include:

- Undertake delegated responsibilities from the Framework Manager by carrying out agreed tasks under their guidance, ensuring appropriate oversight is maintained while promoting consistency and quality across all framework operations.
- Monitor framework compliance against agreed standards
- Attend framework launches and support mobilisation activities
- Deliver or coordinate business training post-mobilisation – identify knowledge gaps, trends, and suggest materials
- Hold and manage a portfolio of delivery partners with guidance from the Framework Manager
- Assist with maintaining framework documentation and data integrity
- Support supplier relationship activities, including scheduling, data gathering and preparing for 1-2-1 sessions and maintaining records, leading on these when appropriate.
- Contribute to consistent governance practices and shared learning across frameworks. Collate and record lessons learnt for input into governance cycles
- Attend and input into relevant Communities of Practice, supporting driving forward collaboration and innovation
- Provide support in identifying, capturing and managing risks and issues for RAID logs
- Support annual and ad hoc rate reviews, including data collation and coordination
- Contribute to the planning and delivery of Framework Surgeries and Framework Manager Group meetings
- Attend and participate in the Framework Directors Forum as a representative or observer when required
- Coordinate and track partner/key person role changes

- Manage document/standards changes by agreement and maintain version control
- Support document development – input into user guides, review framework plans
- Monitor and manage framework-specific inboxes (e.g., assurance indicators, appointments, rate queries)
- Review CVs and maintain the CV register to support resource
- Support maintenance of compliance of shared document platforms, such as SharePoint and Asite

The Team

The Framework Management team, part of CaFM, is responsible for overseeing the full lifecycle of operational frameworks from their launch through to closure and transition to new arrangements. These frameworks support the Environment Agency and other Risk Management Authorities in delivering capital projects, ongoing maintenance, safety works, and mapping and modelling services.

The team is nationally dispersed across the country and regularly come together to collaborate and deliver programmes of work. This includes all-team meetings in central locations, such as Leeds, Birmingham or London, and framework specific meetings with suppliers.

The team currently manages several active frameworks, including the Collaborative Delivery Framework (CDF), Modelling and Mapping Framework 2024 (MMF2), Asset Operation, Maintenance and Response Framework (Asset OMR), Property Flood Resilience Framework 2024 (PFR2024), MEICA (Maintenance and Electrical Instrumentation and Control Regulation), and the Construction Professional Services 1 Framework (CPS1).

They also handle exit planning and outstanding work from closed frameworks such as the Marine and Coastal Framework (MCF), FCERM Operational Framework (FOF), Client Support Framework (CSF), and the original Mapping and Modelling Framework (MMF).

The Framework Managers also act as Senior User Representatives in development of future Frameworks and renewals, such as Collaborative Delivery Framework 2 (CDF2) and CPS2 (FRAM).