

## **Job Description and Person Specification**

### **Job details**

Job title: Procurement Manager

Grade: (9)

Reports to: Head of Procurement

Responsible for: Senior Procurement Officer, Procurement Officers, Procurement Administrator

Directorate and Service area: Finance and Performance

### **Purpose of the job**

To provide strategic procurement advice and support on all large programmes and projects; over £100K up to £100s million in value. While the role could support any area of the council it is expected to work under the scope of a wide business partner customer remit to which the customer areas can change from time to time. This could be care, construction, Transport and Highways, ICT and to all manner of complexity.

### **Principal responsibilities**

1. To provide strategic guidance to senior officers in delivering service objectives by designing procurement processes to ensure value for money contracts. To inform service re-design and innovation projects with relevant advice on procurement strategy and evaluation tools and to ensure that all procurement activity is compliant with UK legislation and case law, best practice and delivers on Council priorities.
2. Manage procurement projects to ensure that best practise is used to maximise opportunities for efficiencies and service improvement. Design and manage procurement project plans for individual projects including developing tender documents and evaluation processes and identifying risks and issues for specific contracts to ensure that contracts are delivered on time and budget in a way that is most likely to deliver improved benefits and savings for customer service areas.
3. To lead on and be accountable for advice on all aspects of procurement strategy reflecting the policies of the Council's Cabinet Procurement Committee. To reflect the policy and strategy of Procurement Board in their support and advice to officers in developing the most appropriate procurement strategy and reflecting this within tender documents and the relevant Committee reports
4. To provide one to one or group training and development to officers across the Council and partner organisations to embed procurement best practise and a culture of improvement. Manage the balance across a range of different and often conflicting priorities relating to areas like balancing aggregation of spend, promoting local economic growth, mitigating commercial and legislative risk, and delivering financial savings
5. To establish an in-depth knowledge and understanding of all categories of requirement, from care and services to construction ICT and other complex areas. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post. Including representing the Council at Regional and National Procurement Events and to deputise for the Head of Procurement.
6. Develop and implement robust relationships with service areas, to identify future procurement needs and allow adequate time for delivery. Lead on developing, implementing and subsequently reviewing procurement strategies for the whole procurement cycle in a designated business partner spend area ensuring this approach is agreed with relevant stakeholders.

7. Fully utilise, operate and report on the procurement e-procurement tools available to the team. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Research best practice and benchmark the costs of services against top quartile performance. Analyse and interpret data to enable the development and implementation of the most appropriate sourcing strategies. Research and identify innovative procurement solutions across the public and private sector that can be implemented within a specific category of spend. Determine and continually monitor current supply market positions in the specific spend areas to identify both over and under capacity. Implement both supplier rationalisation programmes and contract strategies to develop new sources of supply as appropriate to optimise competition
9. Manage a team of procurement professionals. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Special features of the post**

**If a DBS Disclosure is required for the role, include the following clause (Delete if not required).**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If this post is Politically Restricted include the following clause (Delete if not required).**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

**If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).**

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Degree and/or holds studying for full professional Membership of the chartered Institute of Purchasing and Supply (MCIPS).</p> <p>Extensive specialist/technical knowledge and understanding of Procurement.</p>	<p>Relevant IT qualification.</p> <p>Membership of, or studying for qualifications leading to membership of, a relevant professional institution.</p>
Experience and Knowledge	<p>Extensive knowledge and understanding of the Public Contracts Regulations 2015, the requirements of the Local Government Act 1999 and Contract Law.</p> <p>Ability to identify opportunities, identify and balance risks and benefits and take appropriate actions to deliver the most beneficial outcomes within procurement projects.</p> <p>Ability to identify opportunities, identify and balance risks and benefits and take appropriate actions to deliver the most beneficial outcomes within procurement projects.</p> <p>Explain complex problems and issues in a concise and understandable way to a wide range of stakeholders.</p> <p>Sound understanding and awareness of political issues and sensitivities, policies and developments and how they influence the requirements of the post.</p> <p>Knowledge, understanding and successful experience of leading on multiple procurement projects including projects that are multi-stakeholder, collaborative or complex in nature.</p>	<p>Good understanding of contract law.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Sound understanding an experience of managing supply chains including supplier development, drivers of costs in the supply chain, understanding of subcontract markets and supply relationship management</p> <p>Extensive understanding of procurement processes and experience with using e-procurement tools to procure, contract manage and reducing costs</p>	
Ability and Skills	<p>cAbility to interpret a range of differing priorities and influence the outcome across a range of senior stakeholders Explain complex problems and issues in a concise and understandable way to a wide range of stakeholders.</p> <p>Ability to interpret a range of differing priorities and influence the outcome across a range of senior stakeholders</p> <p>Explain complex problems and issues in a concise and understandable way to a wide range of stakeholders.</p> <p>Ability to develop and maintain excellent working relationships with customers, co-workers and suppliers, ensuring engagement at appropriate times and appropriate management levels. Builds and maintains relationships with stakeholders peer organisations</p> <p>Ability to plan multiple activities in a logical manor ensuring key deliverables and timelines are identified and appropriate budgets are in place.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Excellent analytical skills. Including ability to identify key data and other influencing factors such as customer preferences and market developments and incorporate these into decision making process.</p> <p>Must be fluent in both spoken and written English.</p>	
Equal Opportunities	<p>Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.</p> <p>Negotiation skills or with ability to achieve the optimal commercial solutions whilst maintaining credibility and a long-term supplier relationship. Understanding of legal requirements and risk management within procurement projects.</p>	
Additional Factors	<p>Must be able to travel between Council sites and be able to occasionally work outside normal office hours (evening and weekends).</p>	