

Procurement Manager

JOB DESCRIPTION

Purpose of 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.

To provide strategic guidance to senior officers up to and including Directors in delivering service objectives by procuring value for money contracts. To inform service re-design and innovation projects with relevant advice on procurement strategy and evaluation tools.

To ensure that all procurement activity is compliant with UK legislation and case law, best practice and delivers on Council priorities.

To influence the design of contract specifications and evaluation criteria in order to deliver service outcomes and a reduction in cost, whilst mitigating risk to business continuity.

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.

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.

Develop and implement robust relationships with service areas, to identify future procurement needs and allow adequate time for delivery.

To lead on and be accountable for advice on all aspects of procurement strategy reflecting the policies of the Council's Cabinet Procurement Committee
Manage procurement projects to ensure that best practise is used to maximise opportunities for efficiencies and service improvement.

To establish an in-depth knowledge and understanding of all categories of requirement, from care and services to construction ICT and other complex areas.

	Principal Accountabilities	% Importance
1.	Research and identify innovative procurement solutions across the public and private sector that can be implemented within a specific category of spend.	25%

2.	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.	20%
3.	Lead on developing, implementing and subsequently reviewing procurement strategies for the whole procurement cycle in a the designated business partner spend area ensuring this approach is agreed with relevant stakeholders.	15%
4.	Determine and continually monitor current supply market position 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.	15%
5.	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.	10%
6.	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	10%
7.	Matrix-manage officers across a wide range of service areas to facilitate the successful delivery of procurement exercises. Work outside of silos and become a resource weaver, by pulling in support, knowledge and expertise from a wide range of internal and external sources and achieve efficiencies in the supply chain.	5%

EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS

- Degree and/or holds or studying for full Professional Membership of the Chartered Institute of Purchasing and Supply (MCIPS)
- Extensive specialist/technical knowledge & understanding of Procurement

Knowledge and Skills

Area	(Description)
Commercial Acumen	Sound understanding of economic factors which will impact on market sectors and approaches to minimise cost pressures and reduce commercial risk. Good understanding of commercial approaches taken by providers relating to costing and selling.
Procurement Management techniques	Knowledge, understanding and successful experience of leading on multiple procurement projects including projects that are multi-stakeholder, collaborative or complex in nature.
Procurement Legislation	Extensive knowledge and understanding of the Public Contracts Regulations 2015, the requirements of the Local Government Act 1999 and Contract Law.
Supply Chain Management	Sound understanding an experience of managing supply chains including supplier development, drivers of costs in the supply chain, understanding of sub contract markets and supply relationship management
Procurement Systems and Processes	Extensive understanding of procurement processes and experience with using e-procurement tools to procure, contract manage and reducing costs
Leadership	Ability to influence multi-functional teams in developing and delivering the most appropriate procurement strategies and solutions. Fosters a collaborative team approach to working.
Entrepreneurship	Ability to identify opportunities, identify and balance risks and benefits and take appropriate actions to deliver the most beneficial outcomes within procurement projects.
Negotiation skills	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.
Influencing and communication skills	Ability 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.
Problem solving	Ability to understand differing priorities that often conflict and be able to devise solutions that achieve value for money whilst ensuring continuity of supply

Change Management	Sound understanding of how to overcome the barriers to achieving significant change that can result from a new procurement approach e.g. outsourcing of service function
Customer Relationship / Supplier Relationship/ Stakeholder Relationship	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.
Project Management	Able to plan multiple activities in a logical manor ensuring key deliverables and timelines are identified and appropriate budgets are in place.
Analysis	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.
Political Awareness	Sound understanding and awareness of political issues and sensitivities, policies and developments and how they influence the requirements of the post.