

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Procurement Manager

Procurement and Contract Management Governance,

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

*Procurement is part of the Finance function that provides professional leadership and advice on strategic procurement and contractual governance issues across the Council.*

*The remit of the Procurement and Contract Management Governance Team is 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 e-procurement solutions that will enable more efficient processes, improved service specific contracts and a suite of common corporate contracts.*

*The Team provides expert advice and support service to all front-line departments in addition to letting and managing a range of contracts on behalf of all departments.*

## Accountable to:

*Reporting to the Procurement Business Partner, the Procurement Manager will support specific customer areas as lead for a range of activity including requirements for tenders and giving sound procurement advice.*

## Responsibilities:

- 1. 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.*
- 2. 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.*
- 3. To ensure that all procurement activity is compliant with UK legislation and case law, best practice and delivers on Council priorities.*
- 4. 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.*
- 5. 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.*
- 6. 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.*
- 7. Develop and implement robust relationships with service areas, to identify future procurement needs and allow adequate time for delivery.*
- 8. To lead on and be accountable for advice on all aspects of procurement strategy reflecting the policies of the Council's Cabinet Procurement Committee*
- 9. 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.*

- 10. 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.*
- 11. Fully utilise, operate and report on the procurement e-procurement tools available to the team.*
- 12. 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.*
- 13. Research and identify innovative procurement solutions across the public and private sector that can be implemented within a specific category of spend.*
- 14. 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.*
- 15. 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.*
- 16. 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.*
- 17. 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*
- 18. 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.*
- 19. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.*
- 20. 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.*

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.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
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.	E	A, T, I, P, D
Ability to influence multi-functional teams in developing and delivering the most appropriate procurement strategies and solutions. Fosters a collaborative team approach to working.	E	
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I
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.	E	
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.	E	
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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.	E	
Able to plan multiple activities in a logical manor ensuring key deliverables and timelines are identified and appropriate budgets are in place.	E	
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.	E	

Knowledge:	Essential / Desirable	Measured by
Extensive knowledge and understanding of the Public Contracts Regulations 2015, the requirements of the Local Government Act 1999 and Contract Law.	E	A, T, I, P, D
Good understanding of Contract Law.	E	

Ability to identify opportunities, identify and balance risks and benefits and take appropriate actions to deliver the most beneficial outcomes within procurement projects.	E	
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.	E	
Sound understanding and awareness of political issues and sensitivities, policies and developments and how they influence the requirements of the post.	E	

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Knowledge, understanding and successful experience of leading on multiple procurement projects including projects that are multi-stakeholder, collaborative or complex in nature.	E	A, T, I, P, D
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	E	
Extensive understanding of procurement processes and experience with using e-procurement tools to procure, contract manage and reducing costs	E	

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Degree and/or holds or studying for full Professional Membership of the Chartered Institute of Purchasing and Supply (MCIPS)	E	A, T, I, P, D
Extensive specialist/technical knowledge & understanding of Procurement	E	

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	7	<b>Worker type:</b>	Flexible
<b>Salary range:</b>		<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

*How we work:* We are open to discussions about flexible working.

*As a flexible worker your base is One Angel Square however you will mainly work remotely operating from MS Teams and MS Office. The Team do come in the office weekly on a Thursday for team togetherness and sharing best practice. While the organisation supports flexible working, there may times where you may need to attend meetings in person. This can be discussed.*

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

