**Job Description**

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| Job Title: Senior Procurement Manager |
| POSCODE: CCC1316 |
| Grade: P4 |

**Overall purpose of the job**

Working within the Procurement and Commercial Team and managing the Corporate Services and Digital procurement team with high levels of autonomy and acting as an ambassador for the service across the Council. Liaising with senior managers and commissioners in service areas to develop a full understanding of their needs and identifying appropriate support and solutions.

This post is managerially accountable to the Head of Procurement and Commercial and work at the same level as Senior Procurement Managers for Place and People as well as the Commercial Manager.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Professional expertise: to be an internal expert on procurement best practice in a local authority context, maintaining up to date market and commercial intelligence in the areas of responsibility to advise and support commissioning, procurement and contract management activity.  To provide expert professional advice to senior managers as well as other staff and stakeholders in all areas of procurement. |
|  | Strategic Development: to develop strategies for your areas of responsibility working closely with service leads and commissioners. To include stakeholder management creating opportunities which enable the delivery of the Council’s ambitions.  To support the implementation of standards and processes for effective management within the Council.  Work with service areas to develop a procurement cycle that is both compliant and effective. |
|  | Leadership: to provide purposeful and positive leadership, acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace. To provide leadership for the team and to support the Council in procurement related matters in line with Council policy. To find solutions to procurement situations that facilitate good procurement. |
|  | Statutory and regulatory compliance: to ensure that procurement is carried out in a compliant manner that manages risks effectively by ensuring that they and their team are knowledgeable and experts in procurement regulation. To engage with legal, finance and other corporate services identifying risks and recommending mitigations. |
|  | Operational delivery: to use effective procurement practice to deliver value for money. To ensure procurement projects are planned effectively, delivering to time, quality and cost. To update Management Information systems in partnership with colleagues in finance and service areas. To ensure that procurement related risk management arrangements are in place that minimise the Council’s exposure to risk and uncertainty. |
|  | Transformation, development and improvement: to consider all alternatives including innovative solutions to deliver value for money, social value and high quality of goods and services. To support the implementation of practices and procedures. To raise the profile of procurement, by taking a proactive and supportive role with services focusing on early engagement. |
|  | Managing relationships with partners and stakeholders: to build and promote successful relationships with service areas and across the Council. To engage with suppliers to understand market pressures, opportunities and how best to manage procurement activity. To engage with and build positive relationships with colleagues across the Council to ensure their requirements are at the heard of the design and delivery of services. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 11. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject** | **Essential/**  **Desirable** |
| Educated to degree level or equivalent in a relevant subject or equivalent experience |  | Essential |
| Relevant professional qualification (MCIPS) and significant post qualification experience | Procurement | Desirable |
| Evidence of continuous professional development |  | Essential |

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

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| --- | --- | --- |
| **Identify** | **Describe** | **Essential/**  **Desirable** |
| **Knowledge** |  |  |
| Procurement and contract management expertise | Detailed procurement knowledge, contract management and commissioning processes | Essential |
| Statutory and regulatory compliance | Able to demonstrate a sound understanding of national policy, regulation and guidance in relation to procurement | Essential |
| Organisational leadership | Ability to advise, lead and direct the Council through the provision of robust challenge and leadership. | Desirable |
| Managerial leadership | Knowledge or understanding of best practice in leading and developing high performing teams | Essential |
| Effective use of resources | Knowledge of driving value for money | Essential |
| Commerciality | Understanding of driving commerciality within public service delivery models | Desirable |
| **Skills** |  |  |
| Planning and organisation | Strong planning and organisation skills | Essential |
| Prioritisation | Ability to manage a range of complex issues and conflicting priorities | Essential |
| Leadership | Ability to provide coherent and strong leadership | Essential |
| Stakeholder management | Effective stakeholder management skills, comfortable when dealing with strategic concepts when managing conflict and seeking consensus in order to achieve shared goals | Essential |
| Negotiation | Effective negotiator | Desirable |
| Problem solving | Able to think creatively and apply strong problem solving skills | Essential |
| Communications | Highly effective communicator, able to communicate verbally and in writing with a wide audience | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Strategic development | Evidence of leading the development of procurement strategies | Essential |
| Leadership | Significant experience of leading and developing high performing teams | Essential |
| Stakeholder management | Experience of working with senior managers to gain agreement around a joint approach | Essential |
| Transformation, development and improvement | Knowledge of routes to transform and develop procurement. | Desirable |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |