

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Procurement Manager

### Corporate Finance and Procurement Team – Strategic Finance

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:

The role of Procurement Manager is a key role within the Council's Corporate Finance and Procurement team focussing on the provision of strategic procurement advice and support across Council services ensuring procurement activities align with delivery of the Council's corporate plan and priority objectives. Working closely with our service and contract managers, through our business partnering approach, this role incorporates both the provision of expert advice and management of the procurement cycle, commercial contract management whilst ensuring processes are robust, compliant and in line with the latest regulations.

The role includes;

- Providing strategic procurement advice and support on all large programmes and projects; over £100K 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.
- 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 and best practice. Drive and develop procurement processes incorporating changes in policy due to procurement regulations or legislation, with a robust understanding of policy.
- 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, developing the most appropriate procurement strategy and reflecting this within tender documents and the relevant Committee reports.
- To provide advice and help to both internal and external stakeholders to ensure that the local CPRs, Procurement Regulations, Contract Register Protocols and Social Value Policy are followed.
- Develop and implement relationships with service areas, to identify future procurement needs and allow adequate time for delivery.
- To establish an in-depth knowledge and understanding of all categories of requirement, from care and services to construction ICT and other complex areas.

## Accountable to:

This role is accountable to the Procurement Business Partner for People Services and Resources. The role sits within the Strategic Finance and Procurement Service which forms part of the Resources Directorates within West Northamptonshire Council.

## Responsibilities:

- Research and identify innovative procurement solutions across the public and private sector that can be implemented within a specific category of spend.
- 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.
- Lead on developing, implementing, and subsequently reviewing procurement strategies for the whole procurement cycle in the designated business partner spend area ensuring this approach is agreed with relevant stakeholders.
- 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.
- Research best practice and benchmark the costs of services against top quartile performance.
- Manage the balance across a range of different and often conflicting priorities relating to areas including balancing aggregation of spend, promoting local economic growth, mitigating commercial and legislative risk, and delivering financial savings.
- 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.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
- Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken 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
Ability to influence in developing and delivering the most appropriate procurement strategies and solutions.	Essential	A, I, P
Ability to apply negotiation skills to achieve the optimal commercial solutions whilst maintaining credibility and supplier relationships.	Essential	A, I, P
Exhibit the professional behaviours of integrity, objectivity, confidentiality, and competency in accordance with the expectations of the role.	Essential	A, I, P
Excellent interpersonal skills to facilitate effective communication at all levels (including senior management, service managers, staff, Members , customers, and contractors)	Essential	A, I, P
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	Essential	A, I, P
Build and maintain relationships with stakeholders across the organisation ensuring engagement at appropriate times and appropriate management levels.	Essential	A, I, P
Able to plan multiple activities in a logical manor ensuring key deliverables and timelines are identified and appropriate budgets are in place.	Essential	A, I, P
<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.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Extensive working knowledge and understanding of procurement management techniques	Essential	A, I, P
Understanding of procurement processes and experience with using e-procurement tools to procure, contract manage and reducing costs.	Essential	A, I, P
Knowledge and understanding of the Public Contracts Regulations 2015 and PA23.	Essential	A, I, P
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.	Essential	A, I, P

Relevant experience:	Essential / Desirable	Measured by
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Successful experience of leading on multiple procurement projects including projects that are multi-stakeholder, collaborative or complex in nature.	Essential	A, I, P
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<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Degree and/or holds or studying for full Professional Membership of the Chartered Institute of Purchasing and Supply (MCIPS)	Essential	A, I, P

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>Job family &amp; salary band:</b>	Professional Support Band 9	<b>Worker type:</b>	Flexible
<b>People management responsibility:</b>	N/A	<b>Budget responsibility:</b>	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

### Working conditions & how we work:

This role has been identified as a flexible worker type, as a flexible worker you will carry out the majority (3 days plus) of your work remotely with the expectation that you will come into the office when required for meetings.

## 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

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**E** 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.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

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## 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.



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