**Job Description**

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| Job Title: Procurement Manager |
| POSCODE:  |
| Grade: P2 |

**Overall purpose of the job**

The Procurement Manager works in the Council’s Procurement and Commercial Team, having responsibility for a range of procurements valued over £100,000. The post holder will be responsible for delivering end to end compliant procurements which achieve value for money and high quality outcomes.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | To plan and deliver effective procurement processes from planning stage through to award of contract that are compliant with the Council’s Contract Procedure Rules, the Public Contract Regulations 2015 / Procurement Act 2023 and any other relevant legislation. This will involve interpretation of law and guidance to recommend relevant courses of action to service areas.  |
|  | Acting as the subject matter expert, work proactively with service areas to ensure that procurement documentation and processes are fit for purpose. Work with colleagues across the Procurement and Commercial Team to continually develop documentation as required. |
|  | Prepare appropriate and quality procurement documentation using the templates available to ensure that procurement processes are transparent and proportionate. |
|  | Work with colleagues to develop and provide training to service areas on procurement requirements including the use of the Council’s e-tendering portal and evaluation processes. |
|  | Develop processes within the e-tendering portal and use that system (and any other relevant systems) efficiently and effectively in delivering the role.  |
|  | Develop and maintain an understanding of relevant supply markets to ensure that procurements are designed in a way which is most likely to achieve high quality outcomes. |
|  | Collaborate effectively as part of the wider Procurement and Commercial Team, taking on other relevant roles as needed to raise the profile of the Procurement and Commercial function at the Council.  |
|  | Demonstrate an awareness and understanding of equality, diversity and inclusion.    |
|  | 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** |
| Degree or equivalent experience | Any | Essential |
| CIPS | Level 4 | Desirable |

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

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| --- | --- | --- |
| Identify  | Describe | Essential / Desirable |
| **Knowledge** |
| Knowledge and understanding of UK public sector procurement regulations | Extensive technical and practical knowledge of the regulation framework which Local Authorities operate within | Essential |
| Procurement systems | Knowledge of the role of procurement systems in a public sector procurement team | Essential |
| Procurement processes | Knowledge of the various procurement processes available to Local Authorities | Essential |
| Supplier relationship management and market segmentation | Knowledge of best practice supplier and market development techniques | Essential |
| **Skills** |
| Influencing skills | Ability to influence stakeholders across the organisation including clients from service areas | Essential |
| Communication skills | Strong written and oral communication skills which will enable stakeholders and clients to engage with the Procurement and Commercial Team | Essential |
| Relationship management | Effective management of relationships with clients, stakeholders and suppliers | Essential |
| Project management | Able to plan procurements and other projects effectively to ensure they deliver their outcomes within the necessary timescales | Essential |
| Flexibility | Able to work in a flexible manner balancing competing priorities and responding effectively to new demands | Essential |
| Experience of working in a public sector procurement team | Recent experience of working in a procurement team in the public sector operating under the Public Contract Regulations 2015 / Procurement Act 2023 | Essential |
| Managing public sector procurement processes | Recent experience of managing public sector procurement processes which must be compliant, effective and include all stages of a procurement | Essential |
| 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  |
| Procurement systems | Experience of working with a relevant e tendering system  | Desirable |

**Disclosure level**

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| --- | --- |
| What disclosure level is required for this post? | None |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? | Fixed  | **Hybrid** **✓** | Field | Remote | Mobile |