**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 compliant procurements which achieve value for money and high quality outcomes.

**Main accountabilities**

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

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|  | **Main accountabilities** |
|  | Plan and deliver effective procurement processes that are compliant with the Council’s Contract Procedure Rules, the Public Contract Regulations/Procurement Act and any other relevant legislation. This will involve interpretation of law and guidance to recommend relevant courses of action to service areas. |
|  | Acting as subject matter experts, work proactively with service areas to ensure that procurement documentation and processes are fit for purpose. Work with Procurement and Commercial colleagues to develop documentation and processes 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 evaluation processes. |
|  | Develop processes within the e tendering system 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** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Experience of working in a public sector procurement team | Recent experience of working on a procurement team in the public sector, a team operating under the Public Contract Regulations | Essential |
| Managing public sector procurement processes | Recent experience of managing public sector procurement processes which are compliant, effective. | Essential |
| Procurement systems | Experience of working with a relevant e tendering system | 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 |  |
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**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 |