



ROLE PROFILE

Role Title: Procurement and Contracts Manager

Service: Finance, Procurement and Property Services, Procurement

Directorate: Transformation & Resources

Accountable to: Head of Finance, Procurement and Property Services

Grade: PO4

Car category: Casual

Purpose of role

- To lead on the Council's approach to procurement, to advise on contracts and procurement matters and to support the corporate co-ordination and delivery of major procurement projects.

Key Objectives

1	To be the key contact and knowledge source within the Council on legislation, national policy and best practice in relation to procurement and contracts.
2	To lead, develop and co-ordinate the delivery of the Council's Procurement Strategy and its procurement function generally.
3	To provide advice and assistance in matters relating to the procurement of supplies, services and works, including the preparation of guidance, service specifications/ tender documents, conducting procurement exercises, evaluating and selecting contractors/partners, EU procurement legislation, TUPE implications and transfers, and the updating of the Council's Contracts' Procedure Rules.
4	To maintain an up to date knowledge of recognised good practice in respect of procurement project management and contracts.



5	To develop and maintain all necessary protocols and guidance applicable to procurement project management for use throughout the Council and for all procurement projects of varying complexity.
6	To lead the development of E-Procurement, tendering and other appropriate procurement practices.
7	To identify opportunities for achieving savings/efficiency through procurement, and co-ordinate procurement activity throughout the Council via the respective service representative(s) for each of the Council's Services, and in this respect to chair regular meetings of the Procurement and Project Management Officer Working Group which is attended by those representatives.
8	To provide training to Members and Officers in respect of all matters associated with procurement and purchasing.
9	To report to and attend internal committees and meetings and represent the Council at external meetings.
10	To provide training/advice to businesses in relation to the Council's approach to procurement.
11	To ensure the establishment and maintenance of processes to enable purchase against corporate contracts to ensure value for money is maximised.
12	To undertake any other duties commensurate with the grade of the post as required by the Head of Finance, Procurement and Property Services.



Scope

The post holder will perform the lead role in strengthening the procurement and contracts services. They will lead on developing and upholding high standards and provide the primary point of contact for services wishing to procure goods, works or services. In doing so, they will work collaboratively across the whole organisation and with all levels of staff.

Work Profile

1. Strategy

The post holder will lead the development and delivery of the Council's procurement strategy and associated practices, guidance and toolkits. They will work with managers to identify improvement activities across the organisation that will improve service quality and the customer experience.

2. Performance

The post holder will support the Head of Finance, Procurement and Property Services in ensuring that the highest standards are achieved and maintained at all times. They will take a leading role in the delivery of key objectives, priorities and targets associated with continuous improvement of the procurement and contracts service and in developing a more evidence/intelligence-led approach. They will monitor and communicate performance against a series of key performance measures, developing new indicators and targets as needed.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

3. Service Quality

The post holder will have a leading role in ensuring that the Council's image and reputation for excellent service and value is both maintained and improved, through the delivery of a procurement and contracts function that upholds rigorous standards and adds value.

They will develop and monitor appropriate performance indicators.



They will develop and support the implementation of excellent standards in terms of service delivery performance and professionalism.

4. Resource Management

The post holder has direct line management responsibility for a post within the organisation, and budgetary responsibility.

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to them in order to undertake their role.

5. Supervision and Management

The post holder has direct line management responsibility for a post.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will closely liaise with other services and partners as appropriate, to ensure that the service is able to respond efficiently to enquiries.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Head of Finance, Procurement and Property Services, and Corporate Director as appropriate, detailing progress, risks to success and next steps.

8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with Heads of Service, Service Managers and their teams, potential and existing providers/ contractors.



Less regularly, they will be in contact with Corporate Directors, the Chief Operating Officer, Elected Members and Human Resources.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

10. Risk Management

The post holder will be responsible for clearly identifying risks relating to standards of procurement and contract management and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to lead on implementing the actions required to manage the risk effectively.

11. Working conditions

The post holder may be in contact with members of the public or cases that require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the customer experience.

14. Core Tasks

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.



15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. Legislation

The post holder is expected to comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

The post holder is expected to comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder is expected to generate ideas and concepts relating to service improvements to enhance the procurement and contracts service. They will be solutions-focused and able to work with services, constructively challenging historic practices whilst keeping them engaged in change. They will be expected to refer to the Head of Service routinely and certainly prior to implementing key changes.

20. Decisions and Consequences

The post holder will generate ideas and suggestions for consideration by the Head of Service and Corporate Director. They will be at the forefront of organisational change in relation to the standards of procurement and contract management practice and will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.



21. Work Context

The post holder will perform the lead role in strengthening the procurement and contracts services. They will lead on developing and upholding high standards and provide the primary point of contact for services wishing to procure goods, works or services. In doing so, they will work collaboratively across the whole organisation and with all levels of staff.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

It is not anticipated that there would be any physical demands of the job over and above those expected for office-based work.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out.

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	Degree or equivalent qualification		X	A
	Relevant professional qualification		X	A, I
	Successful track record of advising in relation to the procurement function of a local authority or other large multi-functional organisation	X		A, I
	Experience of working in local government		X	A, I
	Experience in partnership development and working	X		A, I
	Experience in advising/delivering/securing procurement projects which have generated real benefits to client organisations	X		A, I
	Experience of working with elected members (or equivalent) and senior managers	X		A, I
	Experience of writing reports, preparation of complex and bespoke contracts/specifications/terms and conditions/tender documents.	X		A, I



	Understanding of e-procurement tools and techniques	X	A, I
	Ability to use computerised systems e.g. Microsoft Office, email, internet, Excel	X	A, I
	Sound judgement and analytical skills	X	A, I
	Sound Knowledge and understanding of procurement project management principle and tools	X	A, I
	In depth knowledge of national and European procurement legislation and best practices in procurement for local government	X	A, I
Planning and organising work	Effective skills for strategic and operational planning, including target setting and performance review	X	A, I, T
	Ability to work to tight and sometimes conflicting deadlines on a wide variety of tasks involving frequently changing circumstances	X	A, I
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X	A, I, T
Planning capacity and resources	Ability to plan and organise workload and that of others to meet targets	X	A, I, T
	Delivery of results under pressure	X	A, I
	Planning for long-term projects & deliverables	X	A, I



Influencing and interpersonal skills	Good interpersonal skills and professional demeanour to gain confidence and respect, with the ability to effectively handle negotiations and influence and motivate people	X		A, I
	Strong communicator with effective verbal, written and presentation skills	X		A, I
	Experience of delivering presentations and training.	X		A, I
PROBLEM-SOLVING Using initiative to overcome problems	Ability to apply creative skills to solve procurement related issues and develop procurement services	X		A, I
Managing risk	Ability to consider and assess risks associated with improving services and raising standards.	X		A, I
	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
Managing change	Ability to continuously improve through implementation of changes on a regular basis.	X		A, I
	Ability to promote change in a positive manner to others	X		A, I
Other	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes Basic DBS)
	The ability to fulfil all spoken aspects of the role with	X		A, I



	confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English			
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COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together.**

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date