

Role Profile

This section provides key information relating to the role

Job Title:	Procurement Manager		
Post No:	P00840	Grade:	L
Team:	Legal and Governance	Location:	Campus East
Responsible to:	Assistant Director (Law and Governance)		
Responsible for:	Procurement function and service		

Overall job purpose:

To oversee the Council's strategic objectives, to effectively develop and deliver cohesive procurement strategies, in partnership with range key stakeholders.

To review, develop and implement fit for purpose procurement policy, procedures, documentation across the Council.

To manage and oversee the Council's procurement function and service. Facilitate and coordinate the administration of procurements via the Council's procurement system.

To monitor and manage procurement activities to ensure compliance with Legislation, the Council's Constitution, procurement policy and procedures.

Key areas of focus:

1.	To lead on the design, development and delivery of commercially focused procurement strategies, across a range of designated service areas and/or categories, working closely with Service Areas, to ensure that corporate objectives and service
2.	To deliver procurement strategies through the application of extensive and significant procurement and commercial knowledge and sound procurement management practice, in a manner that reduces waste, maximises efficiency and enables the delivery of the Council's strategic objectives in compliance with Legislation, the Council's Constitution and procurement policies and procedures.
3	To research, present and deliver innovative, flexible and responsive procurement sourcing options, that enable delivery of council and service plans, in partnership with key stakeholders
4	To deliver an objective and robust value for money challenge to Service Areas, which supports their service delivery requirements and maximises spend capacity by providing strategic procurement advice and guidance, ensuring that associated risks are appropriately considered in sourcing decisions.
5.	Keep the Council's Contracts Register up to date.
6.	

	To oversee, quality assure and ensure the timely production of all documents necessary for the tender process, ensuring the maintenance of complete and accurate records for each procurement process from design through to implementation.
7.	To lead the development, dispatch, evaluation and completion of a complex, high value tender programme and ensure that each they are effectively and efficiently project managed, in accordance with Legislative and Constitutional and Procurement.
8.	To advise on the evaluation of tenders/bids, ensuring alignment of published tender criteria and robust documentation of the evaluation process, outcomes and contract award recommendations,
9.	To provide technical and contractual advice and guidance to technical and non-technical people
10.	To lead the development of systems and procedures to maximise e-procurement
11.	Publish required notices through the Council's procurement system including (but not limited to) contract adverts, contract award notices, contract variation and termination notices.
12.	Assist service departments with programming and planning procurements demonstrating awareness and appreciation of the individual needs and requirements of service areas.
13.	Provide advice and guidance on procurement law, best practice and Council requirements including advice and recommendations on procurement routes, options and procedures.
14.	Advise the Assistant Director Law and Governance on suggested updates to the Council's Contract Standing Orders.
15.	Oversee and coordinate the evaluation of tenders.
16.	<p>To develop and deliver face to face training sessions, training materials, e-learning training, on the job guidance/ coaching on procurement practice, rules and regulations to the following audiences:</p> <ul style="list-style-type: none"> • Procurement Staff • Wider Council workforce • External stakeholders including suppliers
17.	Line management of the Purchasing Support Officer
18.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
19.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
20.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
CIPS level 4 or equivalent.	x		AP
Extensive experience of working in senior procurement management role in a local authority or large complex organisation including an understanding of the political context and environment	x		AP/AS
Experience of successfully managing and delivering strategic procurement projects, in accordance with Public Contract Regulations		x	AP/AS/IN
Experience of successfully negotiating on major strategic projects and contracts		x	AP/IN
Experience of managing staff		x	AP/IN
Knowledge			
Public procurement law and framework for local government decision-making.	x		AP/AS/IN
Extensive, significant, knowledge of public contract law and regulations and procurement best practice	x		AP/AS/IN
Knowledge and understanding project management tools and techniques		x	IN
Knowledge of developing, implementing and using e-procurement systems and tools and other IT software such as Microsoft Excel, Word, PowerPoint and Outlook to deliver a procurement role and/or function		x	IN
Skills and abilities			
Able to think strategically and develop and implement procurement strategy, policy and practice at an operational level to effectively plan, organise and manage resources and projects		x	IN
Able to analyse and interpret complex data/information and formulate ideas and proposals	x		IN

Able to effectively communicate and present information to a diverse audience	x		IN
Highly developed analytical skills		x	AS/IN
Provide sound advice and guidance on procurement law and best practice.	x		AP/AS/IN
Drafting contract and procurement notices and tender documents.	x		AP/IN
Other attributes			
Able to deal with complex situations and manage competing deadlines		x	IN
Strong attention to detail and problem solving.	x		AP/AS/IN
Proactive regarding programming and planning procurements, taking into account decision-making.	x		AP/IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.