

# HEAD OF PROCUREMENT

## Role Profile



<b>Title</b>	Head of Procurement	
<b>Grade</b>	GRADE L	
<b>Reference:</b>	N745	
<b>Reports to:</b>	Service Director for Finance	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Operational Leader	
<b>Primary purpose of role</b>	<p>Leading the Council's Procurement Service to enable procurement as a function that supports delivery of wider strategic objectives and balances necessary compliance and Regulatory matters.</p> <p>In doing so achieving robust commercial outcomes for the Council through exceptional leadership skills, being able to provide clear guidance and strategic direction to Senior Officers and elected Members.</p>	
<b>Key accountabilities</b>	<p><b>Role Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Successful management of the Council's Procurement Service and delivery of the Procurement Improvement Plan. (35%)</li> <li>▪ Responsible for training and, development of the Procurement Service, inc. coaching, mentoring, performance management, and succession planning. (10%)</li> <li>▪ Build and develop effective relationships with key stakeholders positioning the Procurement Services as a recognised value adding service to the Council's Strategic objectives where clients understand their role in effective procurement practice. (35%)</li> <li>▪ To ensure links are created and maintained with national, Regional and Local procurement hubs, engage with local economy, Small and Medium Enterprise, to support local economy and the social value procurement agenda. (10%)</li> </ul>	<p><b>Role Measures</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrable and quantitative outcomes from the Procurement Improvement Plan are delivered.</li> <li>▪ Procurement Service employee attendance is maximised and staff survey response improves year on year</li> <li>▪ Compliance maintained with Regulatory and Procedural aspects of the Council.</li> <li>▪ The Council is viewed as a competent respected partner and collaborator by its peers.</li> <li>▪ Procurement Service is proactively engaged with key stakeholders and viewed as a high valued and respected service within the Council.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ To provide strategic direction, leadership and implementation of all systems and procedures to meet the Procurement Contracts Regulation 2015, national guidelines and the Council's Contract Standing Orders in areas related to procurement and market / supplier management. (Council addressable spend is £100+m pa). (10%)</li> </ul>	
<b>Key activities</b>	<p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>▪ Manage the Procurement Service including skills and competency progression of procurement staff, including training, personal development and knowledge management capabilities.</li> <li>▪ Lead the Procurement Service to ensure:             <ul style="list-style-type: none"> <li>○ An up to date prioritised forward plan is maintained;</li> <li>○ Workloads effectively prioritised and resourced;</li> <li>○ It is solution driven and customer focused;</li> <li>○ It provides timely, high quality and professional procurement advice to clients, supported by best practice and providing suitable options (and appraisals) which meet with the needs of departments whilst ensuring compliance using a risk based and category management approach to ensure goods, works and services are secured;</li> <li>○ Is agile, highly motivated, has effective continuity arrangements, develops and retains talent;</li> <li>○ It makes a positively contributes to the Finance Service Plan.</li> </ul> </li> <li>▪ Responsible for maintaining the Council's commercial Governance, systems and procedures including continuous improvement.</li> <li>▪ Responsible for the Council's contract register as a planning tool and a single repository of all Council contracts, copies of contracts and statutory contract reporting.</li> </ul> <p><b>Strategic Direction</b></p> <ul style="list-style-type: none"> <li>▪ Recommend improvements to the Strategic Procurement to achieve efficiencies and work towards corporate aims and supporting the delivery of capital projects and Council services within budgetary targets, whilst building in opportunity to innovate and drive social value.</li> <li>▪ It positively contributes to Council Policy e.g. Social Value, Co-operative and Fairness policies, Value for Money, Contract Standing orders, Financial Regulations. Responsible for the effective use of purchase cards.</li> <li>▪ Delivering the Procurement Improvement Plan.</li> </ul> <p><b>Commercial acumen, including influencing and negotiation</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for taking the lead in contract negotiations and contract disputes between clients and the supply chain.</li> </ul>	



	<ul style="list-style-type: none"> <li>▪ Making value for money recommendations in relation to contracts that the Council enters into. Setting Contract Management Standards and supporting the contract review process for key contracts. Advising in relation to contract award.</li> <li>▪ Working with markets to ensure effective engagement and competition to increase the likelihood of successful procurement outcomes.</li> </ul> <p><b>Stakeholder management, engagement and communication</b></p> <ul style="list-style-type: none"> <li>▪ Collaborate with local public procurement professionals to increase opportunity from collaborative procurements and supporting activities.</li> <li>▪ Raise awareness of positive procurement practice to enhance the proactive relationship between the Procurement Service and its clients, and prioritising differing stakeholder needs, conflicting demands.</li> <li>▪ Proactive engage with Stakeholders to ensure procurement as a function makes a positive contribution to the Council's strategic objectives.</li> <li>▪ To increase procurement visibility, engagement and profile across the organisation; to maintain an effective joined up partnership with the Council's commercial / Legal; and to have responsibility for the effective use of the Procurement intranet and internet pages.</li> <li>▪ Addressing non-compliance with relevant Council policies and procedures by departments and stakeholders. Using effective reporting and dashboards to report compliance and activity.</li> <li>▪ As required undertake other duties appropriate to the grade of the post including deputising for the Service Director - Finance.</li> </ul>
<b>Essential qualifications/ knowledge (To be confirmed on application form)</b>	<ul style="list-style-type: none"> <li>▪ Up to date professional procurement qualification e.g. MCIPS or equivalent recognised commercial qualification or extensive proven experience in a procurement / commercial setting (which would demonstrably satisfy MCIPS through a Management Entry Route).</li> <li>▪ Extensive knowledge in a senior leadership / senior management level role across commercial and / or public sector field.</li> <li>▪ Comprehensive knowledge of Public Procurement law, government policy, Public Contract Regulations (2015), contract management practice and procurement best practice.</li> <li>▪ Knowledge of Contract Law</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent.</li> <li>▪ Knowledge of the Council's strategies and objectives.</li> <li>▪ Relevant professional leadership or management qualification.</li> <li>▪ Principles of or delivery of Category Management approach.</li> </ul>
<b>Essential experience (Examples to be given on application form)</b>	<p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>▪ Extensive experience in a senior management level role across commercial and / or public sector field.</li> <li>▪ Effective management of resources and budget, delivering a sustainable high quality service and on time within tight financial limits.</li> </ul>



<b>and expanded on at interview)</b>	<ul style="list-style-type: none"> <li>▪ Leading, motivating and managing staff ensuring that they receive appropriate, training &amp; development to achieve their performance and to support delivery, talent management and succession planning.</li> <li>▪ Successfully leading and delivering change in a commercial setting.</li> </ul> <p><b>Strategic Direction</b></p> <ul style="list-style-type: none"> <li>▪ Producing clear coherent plans, strategies and business cases to support the achievement of the Councils objectives.</li> <li>▪ Category management governance and delivery</li> </ul> <p><b>Commercial acumen, including influencing and negotiation</b></p> <ul style="list-style-type: none"> <li>▪ Successfully leading and managing complex procurement projects and change within a diverse commercial market.</li> <li>▪ Management of risk based approach to decision making to support the provision of goods, services and works for clients</li> <li>▪ Implementing best practice contract and supplier management to include commercial negotiation and where necessary dispute resolution</li> <li>▪ Experience of setting organisational metrics to drive improvement and measure compliance (procurement KPIS's etc)</li> </ul> <p><b>Stakeholder management, engagement and communication</b></p> <ul style="list-style-type: none"> <li>▪ Briefing senior leadership, councillors and partner organisation and managing different agenda's, sometimes with conflicting requirements.</li> <li>▪ Experience of collaborative and partnering ways of working with the aim of developing the local supply chain.</li> <li>▪ Track record of customer focus with experience of stakeholder engagement, developing and delivering communications plans.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of leading change and delivering measurable improvements to a procurement / commercial service.</li> <li>▪ Proven track record of undertaking procurements in accordance with the Public Contracts Regulations 2015.</li> <li>▪ Experience in leadership at a senior management level within large complex public sector organisation, including engagement with elected Members.</li> <li>▪ Experience of adding value through the social value and co-operative agenda's as they relate to procurement.</li> </ul>
<b>Essential skills</b> <b>(Examples to be given on application form and expanded on at interview)</b>	<p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>▪ Leadership, coaching and mentoring skills to motivate, support and develop staff and gain commitment to Council, team and personal objectives.</li> <li>▪ Ability to deliver clear, professional advice to senior managers and Members, whilst building and maintaining collaborative working relationships across functional teams.</li> </ul>



	<p><b>Strategic Direction</b></p> <ul style="list-style-type: none"> <li>▪ Strategic thinker with the ability to formulate and communicate a clear vision for delivery of the Procurement Service and to improve and transform through effective change management skills.</li> <li>▪ Ability to understand, interpret and communicate policy and legislation in a simple way to increase understanding and make recommendations on, various options appraisals.</li> </ul> <p><b>Commercial acumen, including influencing and negotiation</b></p> <ul style="list-style-type: none"> <li>▪ Financial and commercial awareness with strong analytical skills and a creative approach to problem solving, with the ability to develop SMART measure to drive improvements and ensure compliance and accountability.</li> <li>▪ Ability to identify and mitigate risks through a sound risk management.</li> </ul> <p><b>Stakeholder management, engagement and communication</b></p> <ul style="list-style-type: none"> <li>▪ Strong communication, negotiation and influencing skills.</li> <li>▪ Strong written skills in relation to report writing, policy formulation and drafting contracts.</li> <li>▪ Excellent presentation and PowerPoint skills. Ability to deliver effective presentations to Senior Officers.</li> <li>▪ Strong IT skills e.g. Microsoft Office and corporate systems.</li> </ul>
<p><b>Corporate standards</b></p> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	