



JOB DESCRIPTION

POST: Head of Commissioning & Procurement

DEPARTMENT: Corporate Resources

REPORTING TO: Director – Corporate Resources

RESPONSIBLE FOR: Procurement Team

GRADE: 7 £47,573 to £53,755

MAIN JOB PURPOSE:

The Head of Commissioning & Procurement will be responsible for leading the procurement team and the Councils Strategic Procurement Service. Ensuring the strategic aims of the Councils are met through the development and delivery of the procurement strategy and programme while ensuring the processes and systems are in place to meet regulatory compliance.

You will understand the commissioning, commercial, procurement and contract management needs of the Councils.

You will be accountable for the successful delivery of all aspects of the commissioning and procurement service including oversight of governance, assurance and contract management frameworks and programme management, providing oversight to programme delivery, reporting on risks and performance to Councillors and the leadership team, managing external relationships with key suppliers and partners of the Councils.

You will be conversant in requirements of the Contract Regulations, Public Contract Regulations and Contract law, providing advice on the best way to deliver the needs of the Councils through its commissioning and contracting process.

Service Roles and Responsibilities

1. Lead on determining the vision for commissioning for outcomes across the Councils and shape Councillors' and officers' understanding and expectations as to how this can contribute to the strategic priorities.
2. Developing a strategic approach to the procurement of a broad range of goods, services and works through the design and delivery of the procurement strategy and the ongoing sourcing programme including the managing the Councils procurement pipeline.

3. Lead the Councils commissioning & procurement transformation programme, ensuring development and implementation of best practice procurement process and techniques to support tendering activity, contract management, and compliance to Public Contracts Regulations, including training across the organisation.
4. Develop and manage the corporate processes, policies, and standards for the procurement of goods and services including the Contract Standing Orders, user guidance and operation of the Council Commissioning & Procurement Board.
5. Drive continuous improvement, value for money and compliance through working in collaboration with colleagues. Challenging of existing practices, actively seeking ways to achieve better outcomes.
6. Develop effective collaborative relationships with colleagues, suppliers and any other relevant organisations, to ensure timely and effective delivery of strategic, critical and operational contracts.
7. Lead and motivate the procurement team and ensure that they receive appropriate support, training, and development to achieve their potential.
8. Lead on effective commissioning and procurement reporting to a wide-ranging audience including Councillors, leadership team and the public including spend analysis, KPIs, contracts register, value for money and transparency data.
9. Lead on ethical and sustainable commissioning including implementation of the Social Value policy, framework and practice, 'Buy Local' and 'Suffolk Pound' agendas. Working in partnership across the county and beyond to ensure that the councils achieve maximum benefit from collaborative procurement.
10. Lead on the management of the procurement and P2P policy and systems, ensuring the appropriate technology is in place to drive best practice in procurement, including the Councils tendering Portal and contract management system.
11. Any other duties of a similar nature which may be required.

Manager Roles and Responsibilities

As well as the service roles and responsibilities, there are a set of core manager roles and responsibilities:

1. Lead the continuing development and deployment of professional and technical expertise in a specific area, whilst actively managing an operational service keeping up to date with changes and innovations in their field and translate their knowledge and expertise into supporting innovative service delivery,

2. Collectively and corporately, work with their peer group, senior managers, teams and individuals including Councillors and partners, to integrate and transform delivery in order to improve outcomes for people and places in Babergh and Mid Suffolk.
3. Lead on key aspects of performance management – ‘the golden thread’ – managing individual and team performance to maximise and contextualise contributions.
4. Participate in the full range of organisational activity including the development of corporate strategic priorities, the interpretation and translation into service delivery and achievement of outcomes.
5. Ensure that the fundamental core activities are carried out well, teams are appropriately supported, and take pride in their core management skill.

DUTIES AND RESPONSIBILITIES:

Managers must fulfil the following key roles and responsibilities: They will:

- a) Provide expert professional, operational and technical management advice,
- b) Support and guidance to Management Team, Members, peer Corporate Managers and Service Delivery Teams.
- c) Collaborate with other Managers to ensure consistency of operational delivery.
- d) Participate fully in change management processes to ensure that initiatives achieve anticipated service improvements.
- e) Work with communities/customers to provide good support/services, often working on cross-cutting initiatives to fulfil our ‘locality’ role.
- f) Support the Management Team and Councillors in developing and managing external and partnership- based relationships, ensuring that the reputation of both councils is continually enhanced.
- g) Effectively manage resources including budgets, staff, contracts, information and intelligence to ensure efficient and effective service delivery.
- h) Professionally lead the teams in a way that allows for flexibility where appropriate and enables individuals to grow and develop, reducing the level of command and control; and delegating effectively.
- i) Lead a range of projects and programmes, as discussed and defined with Directors/Management Team –these may be cross-cutting and/or service specific.
- j) Participate in the development of corporate strategic priorities and determine with Directors the specific operational activities needed to deliver strategic objectives and outcomes.
- k) Work in partnership as required, developing relationships that are in the Councils interests and benefit communities/customers, maximising the benefits of joint and collaborative approaches –supporting both strategic and operational priorities.
- l) Be an Ambassador for the Councils, promoting Babergh and Mid Suffolk as a place, and helping to develop strong communities.

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables.

Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes/No
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. Yes/No

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	MEASURED BY:
The postholder must be able to demonstrate:	A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Relevant qualification at degree level or equivalent or knowledge gained through experience.	A/I
Relevant professional qualification e.g. Chartered Institute of Purchasing and Supply (MCIPS) or considerable breadth of knowledge gained through experience.	A/I
Clear demonstration of continuing personal and professional development	A/I
Ideally management qualification e.g. DMS or equivalent managerial experience	A/I

KNOWLEDGE & EXPERIENCE*(e.g. report writing, office experience, Microsoft office)*

Experience of local government commissioning and procurement including relevant legislation.
Experience to include e –procurement systems.

A/I

Excellent understanding of the policy and strategic framework for commissioning and procuring services, including best / excellent practice

A/I/T/P

Knowledge of sustainability factors, and social value in contracting and experience in using sustainable procurement frameworks

A/I

Experience of commissioning and procurement in the public sector together with experience of negotiating and managing contracts and developing the supply market

A/I

Experience of preparing formal written reports and presentations for senior management, elected Councillors, and other stakeholders

A/I/T/P

Experience of effectively managing and developing staff

A/I

Experience of working with and leading teams to embrace change, maintain high performance and seek to continuously improve services.

A/I

Experience in managing multiple complex procurement projects simultaneously incorporating multiple partners.

A/I

Experience of managing budgets and funding streams.

A/I

Experience of dealing effectively with changing demands and tight deadlines whilst maintaining quality services.

A/I

SKILLS/ATTRIBUTES*(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)*

Excellent and adaptive communication skills including experience of negotiating and influencing, providing challenge and delivering complex information in an understandable way.

A/I/T/P

Overt commitment to openness, inclusiveness and integrity evidenced in a range of working environments where highly effective working relationships have been built with Councillors, colleagues, partners and stakeholders.

A/I

Politically astute, with significant previous experience of working with Elected Members in a range of local government environments.

A/I

Tenacious and resourceful: can challenge with confidence, understands and can work with ambiguity.

A/I

Awareness of the external environment and its impact on the Councils

A/I/T/P

Can demonstrate previous success in motivating and developing teams and individuals, including evidence of effective delegation, effectively manage performance conduct and absence issues.	A/I
Aptitude for commercial skills, and business acumen with a willingness to learn new approaches	A/I
Able to see the big picture and plan for the longer term.	A/I/T/P
Ability to work in partnership to deliver service delivery models required by the Councils and maximum benefits from collaborative procurement.	A/I
Ability to analyse data to identify opportunities for service delivery and to ensure compliance with procurement rules and achievement of value for money.	A/I
Competent in using the key elements of Microsoft (Excel, Word, Outlook) to a high level.	A/I
Has a track record in continuous personal and professional development and an ability to encourage learning and development in others.	A/I
Can demonstrate a willingness to learn and take ownership for own continuous development.	A/I
Has a commitment to championing the values : <ul style="list-style-type: none"> • Empowering, valuing and developing our people • Valuing our customers • Being open and honest • Taking ownership • Being ambitious 	A/I/T/P
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in



OUR CUSTOMERS



BEING AMBITIOUS



TAKING OWNERSHIP



BEING OPEN and HONEST



OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.