Job Title: Procurement Manager
Grade 10

Gx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* **Ambitious** – We are ambitious for our communities and citizens
* **Courageous** – We recognise our challenges and are prepared to make
courageous decisions
* **Empowering** – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

The Commercial Team plays a key role is in supporting the Council to select, award and manage contracts for the supply of goods, services and works. The team plays an active role in driving down spend and striking the best contractual terms with suppliers, and in developing our organization’s ability to think and act in the commercial interests of the Council and the people it serves. The Council’s corporate strategy pledges to deliver value for money for residents and businesses and live within our means. A strong commercial approach involves understanding and shaping the Council’s spend, having robust commercial processes in place, maintaining effective relationships with suppliers and helping the Council to get upstream of and make evidence-based commissioning decisions.

Reporting Relationships

Responsible to: Senior Procurement Manager

Responsible for: n/a

**Purpose and Values of Service**

* To obtain Value for Money through planned skilful management of procurement and supply chains
* Ensure that all procurement within the portfolio is effective and delivers value.
* Ensure procurement activity operates in a way which is integral to the achievement of the County Council’s overall ambition, strategic corporate objectives, and priorities.
* Following and implementing as required processes and procedures that ensure improved procurement performance.
* Maximising the County Council’s purchasing power to improve its competitive edge and deliver best value.
* Delivering best procurement practice and benchmarking.
* To participate in a “transforming strategy” for procurement delivering new dimensions of benefits by working with directorates, staff, providers, and other stakeholders to bring about change, including concept persuasion and new processes and procedures.
* To ensure that procurement activity is integral to and acts in support of the achievement of the County Councils’ procurement policy and strategic aims.
* Support and encourage best practice, in procurement, across the County Council.
* To act as Procurement Advisor for clients within the County Council and with partner organisations as appropriate.
* Provide a procurement service which responds appropriately based on the risk and associated value of a particular project.
* To operate within a contract environment that is primarily classified as Strategic and Technical.
* Act as an exemplar of professional procurement, delivering high quality strategic solutions to meet the needs of the organisation, delivering value and helping to release resource to support front line service delivery.

**Key Accountabilities**

* To lead on the implementation of procurement strategy and sourcing for major projects, and where necessary act as a procurement consultant to colleagues across the Council
* Assist with the provision of strategic and operational support and advice to clients on procurement matters.
* To build on existing relationships and develop new ones as appropriate with District and Parish Councils, other local authorities, IEWM, health trusts and other stake holders within Staffordshire in delivering procurement services that will benefit all parties
* To develop procurement skills and capabilities of colleagues in all disciplines, as part of developing cross-functional strategic sourcing teams for specific projects.
* Participating and supporting Best Value/Service reviews and the delivery of Best Value across the Council and ensuring that all procurement is conducted in accordance with the principles of Best Value.
* Participate in a skill assessment and training programme in procurement which is tailored to the needs of staff according to level of their involvement in the procurement process.
* Ensure that corporate policies, initiatives, and procedures have full compliance in all areas of Procurement. With particular reference to equality and diversity, health and safety and customer care.
* Undertake necessary training and development as directed by the Senior Procurement Manager.
* Conduct commercial management activity as part of the holistic contract management process.
* Any other duties appropriate to the post to support the Senior Procurement Manager in, delivering and implementing the Procurement Strategy.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

**Person Specification**

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| --- | --- | --- |
| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by**A=assessed at ApplicationI=assessed at InterviewT=assessed through Test |
| **employer_small** | **Qualifications/Professional Membership*** Degree/or equivalent
* MCIPS qualification (by examination) or equivalent
 | AA |
| **employer_small** | **Knowledge and Experience*** A minimum of two years procurement experience
* Knowledge and understanding of the finance and legal issues affecting public sector organisations. This should include knowledge of procurement issues, techniques and objectives.
* Knowledge of e-procurement principles, with an understanding of how to measure performance.
* Thorough knowledge and understanding of the National procurement legislative framework and Public Sector procurement legislation / practice, and the ability to comply and advise.
* Experienced in information gathering research work, and a thorough understanding of the key issues relating to modern public sector procurement, especially in local government relevant to the portfolio area.
* Experience of preparing and managing tender documentation for high value or complex procurement requirements relevant to the Categories managed
 | A/IA/IA/IA/IA/IA/I |
| **employer_small** | **Skills**• Effective project management and service planning skills relevant to the Categories managed• Skilled experienced negotiator who has negotiated high value and high risk contracts relevant to the portfolio areas managed• Experience of developing and producing Sourcing plans | A/IA/IA/I |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**