

JOB DESCRIPTION

JOB TITLE:	Procurement Manager
POST NUMBER:	XX
SERVICE AREA:	Governance
RESPONSIBLE TO:	Head of Governance
RESPONSIBLE FOR:	Procurement Strategy & Advice, Compliancy to EU Public Procurement Directives & CBC Contract Rules, Stakeholder & Supplier Engagement

MAIN PURPOSE OF POST:

To manage the Procurement Team ensuring the compliant delivery of the Council's procurement agenda including the prioritisation and organisation of the team's workload in accordance with Council priorities and contributing to the commercial elements of the Business Transformation programme.

DUTIES AND RESPONSIBILITIES:

1. Provide strategic procurement and contract management advice to service areas, ensuring compliancy and recommending the most effective procurement routes.
2. Liaise with Heads of Service to develop a 12 month procurement plan and ensure early procurement engagement in high profile/cost/risk procurements to enable efficiencies to be realised and appropriate procedures are adopted from the outset.
3. Liaising with Legal on all contractual matters and to anticipate potential issues and risks, resolving with them before they accelerate.
4. Developing and implementing smarter procurement advice and guidance online to support CBC staff and set standards of best practice.
5. Continuous improvement of the procurement support/administration functions both internally and externally and in engaging with the supply base and improving the experience of how suppliers can do business with CBC, particularly local SMEs.
6. Manage team workloads, planning of procurement projects and oversee tender exercises through all stages including the development of specifications and evaluation methodologies.
7. Lead and coach team and ensure staff development through on the job training and attainment of a professional procurement qualification.
8. Identify collaborative opportunities externally and develop successful relationships with other councils and procurement hubs to capitalise and share good practice.

9. To research procurement routes for a variety of market sectors and niche requirements and carry out benchmarking exercises to ensure the most efficient delivery of supply.
10. To advise service areas of contract management best practice and encourage and help develop the inclusion in tender documents of robust Performance Measures, KPIs and Management Information requirements.
11. To keep fully up to date on EU Public Procurement Regulations, translating and applying these rules to CBC procurements and communicating them to stakeholders and suppliers where necessary.
12. To keep fully up to date with Cabinet Office procurement best practice advice and keep well informed of social, cultural and political developments that will impact on CBC procurements and business delivery.
13. Responsibility of keeping comprehensive audit trails.
14. Responding to supplier challenges and procurement Freedom of Information requests.

SPECIAL FEATURES OF THE POST:

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PERSON SPECIFICATION

JOB TITLE: Procurement Manager

SERVICE AREA: Governance

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

1. Extensive knowledge of procurement in the public sector in central or local government.
2. Extensive knowledge of EU Public Procurement Regulations and the ability to translate and apply the rules to works, services and supplies.
3. Excellent negotiation and communication skills to engage, primarily in written form, with stakeholders and supply base.
4. Ability to communicate complex rules and regulations, sensitive information and unwelcome procurement decisions to a variety of stakeholders, suppliers and peers, at various levels, in a professional and concise way.
5. Ability to quickly develop an understanding of new market sectors and understand the business drivers of a variety of service teams and how the procurement function can help deliver efficiently.
6. Demonstrate leadership abilities, ability to motivate and professionally develop the team.
7. Ability to manage a diverse team effectively and efficiently, resolve poor or under performance and encourage individuals to reach their full professional potential.
8. Ability to evaluate and analyse complex tender bids and interpret the findings in a transparent way for feedback and audit purposes.
9. Ability to recognise and assess procurement risk and to develop strategies for reducing and managing.
10. Sound influencing and persuasive techniques to deliver compelling and convincing reasons to move procurement forward within the organisation and raise the profile of the function in business delivery.
11. Forward thinking and innovative in developing procurement processes and solutions to individual procurement dilemmas.
12. Ability to manage a diverse and challenging workload and continual assessment of priorities.

DESIRABLE

1. Sound knowledge of contract law.
2. Sound knowledge of contract management.

EXPERIENCE

ESSENTIAL

1. At least five years of working in a senior position in public sector procurement.
2. Extensive experience of managing EU tenders via OJEU.
3. Extensive experience of advising and challenging senior colleagues to ensure procurement compliancy.
4. Extensive experience of advising and developing all tender documents including specifications and evaluation strategies for a range of works, supplies and services.
5. Extensive experience of drafting and developing written communications to a variety of audiences.
6. Extensive experience of tender evaluation methods and completing comprehensive evaluations on a variety of high profile procurements.
7. Experience of working collaboratively with Legal.
8. Experience of dealing with supplier complaints and challenges.
9. Experience of supplier negotiations.
10. Experience of working with stakeholders both internally and externally to deliver mutually beneficial solutions for procurements.
11. Experience of working collaboratively with other councils or agencies.
12. Experience of researching and working with a variety of procurement routes such as the Government Procurement Service.
13. Experience of leading, managing and professionally developing a procurement team.

DESIRABLE

1. Experience of contributing to organisational efficiencies via procurement.
2. Knowledge of Category Management principles.

QUALIFICATIONS/TRAINING

ESSENTIAL

1. MCIPS
2. Evidence of appropriate continuous professional development.

DESIRABLE

1. Attendance at training for the New EU Public Procurement Directives (2014)
2. CIPS Negotiations training.