

Transport Procurement Category Manager

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Job Description

Job Title Transport Procurement Category Manager

Location Civic Offices Floor 1

Grade/Salary Range RG8b (SCP 45-48) £40,858 to £43,757 per annum

Service/Directorate Transport Strategy/Environment & Neighbourhood Services

Job Purpose

1. To manage the Transport & Streetcare procurement programme in the Directorate of Environment & Neighbourhood Services
2. To lead, manage and monitor the procurement and engagement of contractors within the relevant category area to deliver significant procurement and operational efficiencies, including financial savings.
3. To develop best practice procurement arrangements in transport function, working with existing staff and stakeholders to review and transform existing practice

Designation of Post and Position within Departmental Structure

The Post holder:

- Reports to the ~~Head of Transportation and Streetcare~~ [Strategic Transport Manager](#)
- Is required to work in partnership with internal operational and support services and external organisations to ensure the development and delivery of the programme

Works in a politically restricted post under the provisions of the Local Government Authority Act 1989

Main Duties and Responsibilities

1. To develop, implement and maintain the Council's procurement category management strategy for the category area with a specific focus on effective procurement, supplier management and contracting strategies to achieve VFM, reduce overall cost to the Council and mitigate financial/operational risk.
2. Leading and creation, development, communication, review and regular updating of the Council's procurement and contract management strategy for contracts within the category area.
3. Oversee the specification of works, goods and services, ensuring that service levels and specifications are negotiated with end user management and suppliers.
4. To minimise and respond to risks of service delivery failure during the decommissioning and recommissioning of services.
5. Lead procurement processes: initiation, supplier selection, contract award, change control and exit management. This includes undertaking competitive tenders and quotations and use suitable framework or other arrangements in line with the Council's Procurement Rules and the Public Contracts Regulations 2015.

6. To manage and monitor existing contracts within the category area identifying opportunities to reduce expenditure, wherever possible, without compromising on service delivery. Ensure savings and reinvestment targets are clearly identified, managed and delivered. Propose and implement improvements. This includes but is not limited to:
 - Being responsible for co-ordinating contract management of the suppliers and contracts in the category area supporting service area staff and senior managers (including Directors) in the day to day and management of their suppliers and contracts.
7. To ensure audit and control of supplier engagement processes, spend and compliance with the Council's Financial Regulations, Standing Orders and achieving VFM by, developing, implementing and maintaining a programme of necessary data and analysis reports, internal governance and control arrangements. Provide these reports regularly to senior managers, directors and councillors.
8. To use the Council's e-tendering and contract management system.
9. To identify and investigate opportunities to achieve greater cost effectiveness from externally procured products and services.
10. To create and maintain a Central Register of Contracts and preferred suppliers for the category area.
11. To develop and implement measures to manage off contract expenditure by negotiating ongoing arrangements with suppliers ensuring value for money and satisfactory contract and compliance terms.
12. To draft, write and present written reports for the Director that are for DMT, CMT and/or Member audiences, alongside relevant regular reports on category contract usage.
13. To provide regular reports to the Director and Programme Board highlighting progress, achievements, risks and recommendations for action and ensure that the project meets its objectives and timeframes.
14. To create and maintain procedure guides for usage of existing contracts and preferred supplier lists and engaging new suppliers where appropriate.
15. To maintain a detailed knowledge of the category contracts environment - internal and external and to represent the authority at relevant Framework groups.
16. To provide knowledgeable and expert guidance and advice to service areas and staff to Director level on contracting strategies, approach, contracts and relevant legislation within category area, working with staff and stakeholders to review and transform existing practice. Advise on optimal use of existing contractual remedies and tools.
17. To work with relevant areas of the Council (e.g legal, procurement audit and service teams) in the development and delivery of the programme.
18. To respond to Councillor and other questions and requests made under the Freedom of Information Act.
19. To participate in, and make a significant contribution to, Directorate and Council-wide projects as required.
20. To contribute to other current or emerging procurement related projects and initiatives (including management of other public procurement activity) as required.

21. To undertake any appropriate training to develop personal and professional skills and knowledge in both meeting the needs of supported teams and the service.

Scope of Job (Budgetary/Resource Control/Impact)

Impact

This post must have a high impact, delivering savings and transformational activity through strategic procurement

Other

Some contact with Councillors, members of CMT, with Heads of Service throughout the Council and with senior officers of other Authorities, Government Departments and external agencies, including Registered providers and voluntary sector organisations.

Close contact with operational and strategic service managers, legal, corporate procurement and audit teams.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post NONE

If *, does the post require a check against the list of people barred from working with vulnerable adults? NO

If *, does the post require a check against the list of people barred from working with children? NO

What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks) N/A

Is this post “politically restricted”? YES

Responsibility for Health & Safety: LEVEL 2

Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified Responsible for identifying and managing risks to service delivery and able to create and manage risk registers as part of project management.

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above N/A

Person Specification

Qualifications/Education/Training

1. Good academic qualifications and extensive relevant experience.
2. MCIPS qualification desirable.
3. Extensive procurement experience within a complex organisation, handling a diverse range of contracts in high-risk, high-value and complex projects or long term outsourcing or services agreements including extensive experience of public transport related contracts
4. Detailed knowledge of programme and project management methodologies and effective change management.
5. Thorough and up to date knowledge of and Public Contracts Regulations.
6. Demonstrable understanding of standard contract forms and terms of business
7. Demonstrable ability to be able to deliver value for money and savings
8. Understanding of the management of change and the implications of change management
9. Demonstrable numeracy to the level of being able to accurately interpret and monitor financial transactions and budget.

Experience

1. Extensive procurement experience within a complex organisation, handling a diverse range of spend categories in high risk, high value and complex projects or long term outsourcing or services agreements
2. Experience of implementing contract arrangements across a multi-site, multi-disciplinary organisation
3. Experience in developing business partnerships and managing projects within a budget
4. Experience of working with customers to identify needs and resolve issues without service disruption
5. Experience of leading procurements for works, goods and services regulated by the Public Contracts Regulations 2015.
6. Experience of project and programme management to plan and support delivery of a challenging change programme.

Skills, Abilities & Competencies

1. Ability to work on own initiative, managing own time and deadlines and making decisions with minimal supervision and direction
2. Able to resolve conflict through fairness and mediation and understands confidentiality, respecting the complexities of diversity
3. Ability to analyse and evaluate complex issues and information and foresee important implications, taking decisive and effective action to tackle professional challenges and achieve results

4. Excellent commercial, financial, analytical and presentational skills
5. Strong IT skills including use of multiple client IT systems and advanced Excel
6. Demonstrable consistent delivery against targets exceeding expectations of clients.
7. High level commercial negotiation skills
8. Ability to think and act both strategically and operationally to a wide range of internal and external customers.
9. Interpersonal skills, including a clear customer focus, relationship building, and the ability to negotiate and influence.
10. Ability to lead and contribute to multi-disciplined teams, working groups, stakeholder workshops and meetings
11. Excellent communication skills including the demonstrable ability to write reports, business cases and options appraisals and present these effectively to senior management.
12. Demonstrates strategic awareness and an understanding of the sensitivities of working in a political environment and assists others in this understanding.
13. Ability to consult and negotiate with both internal and external stakeholders at all levels creating productive working relationships both within the service, cross functionally and externally.
14. Ability to apply knowledge of Public Contracts Regulations and assess the impact on Council procurements.

Specific Working Requirements

- Demonstrates an understanding of, and commitment to, Reading Borough Council's equal opportunities policy.
- Commitment to the Council's Core Competency Framework
- Commitment to the Council's Key Values, Vision and Customer Charter (to CSE standard where applicable)
- Able to attend events and meetings etc outside of the Civic Offices
- A willingness to accept Health & Safety responsibility at level 2. Able to occasionally work outside of normal working hours.