

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Corporate Resources	Location	Any location within the Borough
Department:	Strategic Support		JE No. A4895
Section:	Procurement		
Post:	Category Manager	Grade:	Grade J

Responsible To: Service Manager Procurement

Responsible For:

Leading the provision of procurement advice and guidance that enables the effective and compliant procurement of goods, services, and works, for activity across the Council utilising the most appropriate procurement routes and processes to achieve the desired outcomes and obtain value for money.

Job Purpose:

The post holder will provide effective procurement advice and support to services across the Council taking the lead in a designated area as required.

To deliver procurement activity for a range of projects driving change and innovation; with a focus on achieving value for money, compliance, ethical procurement and social value.

To support the Procurement Service Manager in the development of policy and the implementation of effective procurement strategies, that support the Council, Commissioners and individual services in making effective sourcing and procurement decisions.

Main Duties

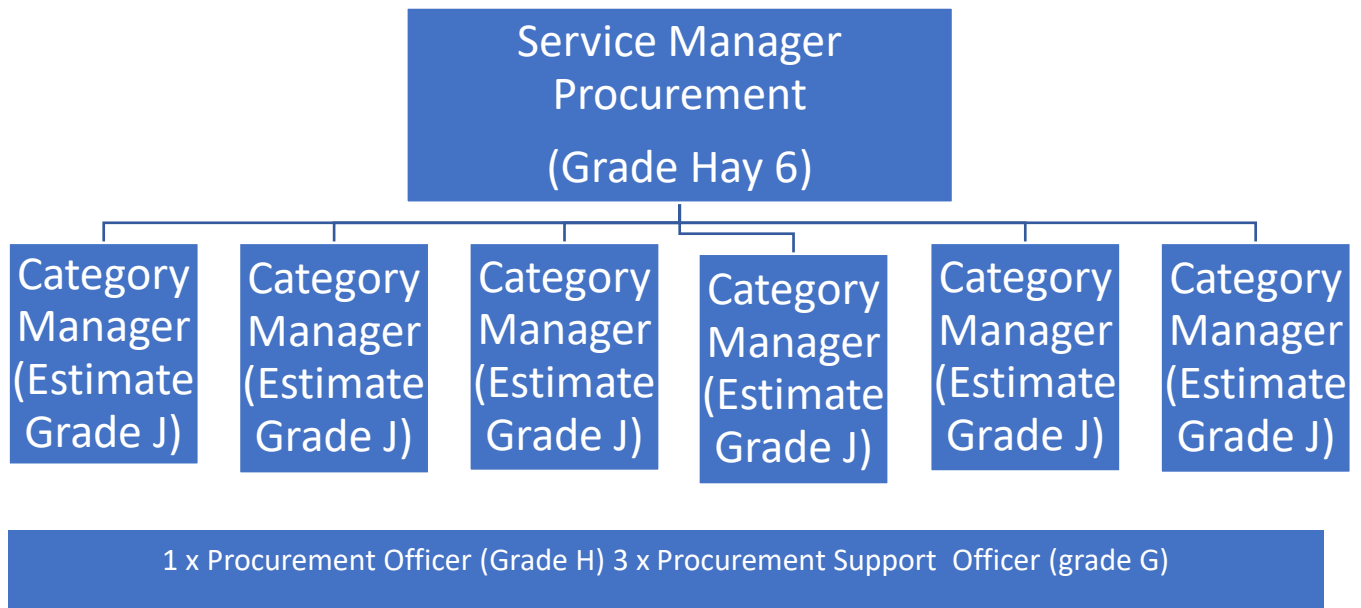
The post holder will:

1. Use their expertise to influence strategic spending decisions across the Council by working in partnership with the Council's commissioners, contract lawyers and external advisors/partners to develop strategies maximise value for money on contracts, minimise risk and exposure, align with Council Policies (including Contract Procedure Rules) and proactively support the creation of a service/project procurement roadmap and review of existing contracts.
2. Provide procurement expertise, experience and support to services and project teams in early market engagement, taking key services to market, advising on appropriate but effective and efficient procurement routes and legal requirements.

3. Develop and deliver tendering support activities to service areas to ensure key timescales are adhered to. This includes developing market analysis, designing routes to market, navigating the Councils procurement process, building compliant evaluation models, structuring contracts and managing the tendering and evaluation process/interactions with the marketplace using the Council's chosen electronic opportunities portal.
4. Support the Service Manager Procurement in the development and review of procurement strategies, policies, processes and systems in line with national policy and Council policies and procedures to ensure the effective strategic and operational procurement decisions and practice across a wide, complex and diverse range of contracts.
5. Design, build, and maintain the Council's chosen electronic opportunities portal, Procurement Frameworks, Dynamic Purchasing Systems and Pseudo Dynamic Purchasing Systems on behalf of the Council with a view to ensuring compliance, transparency, encouraging competition and improving accessibility to providers where appropriate.
6. Support the preparation and delivery of reports and presentations for submission to Cabinet, Chief Officers and as required for any other Committees in relation to the activities undertaken within this job profile.
7. Support services and project teams by being a facilitator in resolving complex issues, negotiating with suppliers and stakeholders as required, creating and/or enabling 'sustainable outcomes.
8. Provide expertise and procurement support and advice as required across a wide, complex and diverse range of contracts.
9. Be proactive in maintaining the Contracts Register, reviewing existing contracts with services to ensure effective renewal process are established to drive value for money, ensure ethical procurement and deliver social value and climate change outcomes.
10. Be instrumental in influencing, contributing to, developing strategic and operational partnerships and alliances for procurement with internal and external stakeholders to support the delivery of key priorities and outcomes of the Council.
11. Proactively utilise technology to encourage progressive use of e-sourcing, purchase ordering, document management and other appropriate applications to maximise value for money.
12. Represent the Council at national/regional events and meetings and collaborative projects, deputising for the Procurement Service Manager as required with a view to maximising the opportunities to the Council in respect of value for money and outcomes for local people.

13. Support the Procurement Service Manager and the Procurement Officer in the training and development of Procurement Support Officers.

ORGANISATION CHART



SPECIAL CONDITIONS

The role will predominantly require collaborative working with teams across the Council from remote locations / with opportunity for working from home and alongside Procurement team members.

There may be a requirement to work outside normal office hours from time to time.

This postholder will provide the members of the Strategic Leadership Board, Service Managers and elected members with advice and guidance when considering contract and quality issues.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by:

Name

Jan McMahon

Designation

Head of Strategic Support

Date May 2022

PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Chartered Institute of Procurement & Supply (CIPS) Professional qualification, or CIPS Foundation stage qualification and relevant experience in a senior procurement role	E	AF
CIPS Ethical Procurement Accreditation (within 1 month of being in post).	E	AF/I
<u>EXPERIENCE</u>		
Proven ability to lead projects managing complex procurement activities from initial planning to contract award.	E	AF/I/T/P
Experience of developing and leading sourcing strategies and driving associated change management requirements.	E	AF/I/T/P
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Extensive knowledge of procurement law and regulations as they affect local authorities and the practical implications of the current and future legislative frameworks.	E	AF/I/T/P
Significant communication, influencing and negotiating skills	E	
Ability to work collaboratively within the Council and with external partners and to gain confidence of a wide range of people and to maintain effective working relationships and ensure compliance across the Council.	E	
Ability to plan/prioritise and sequence multiple and conflicting priorities impacting time and resource, and work under pressure to deliver to deadlines whilst managing stakeholder's expectations.	E	
Awareness of the Council's commitment to Social Value, ethical procurement and reducing the impact of Climate Change so as to assist the Council in achieving these through procurement processes.	E	

<p>Understanding of the Council's early payment rebate scheme, incorporating it into procurement exercises, ensuring the rebates are registered to the Council.</p> <p>Ability to translate national legislation and guidance into local policy and practice.</p>	<p>D</p> <p>E</p>	
<p><u>SPECIAL REQUIREMENTS</u></p> <p>Must travel independently over a wide geographical area</p> <p>Attendance at meetings outside normal hours</p>	<p>E</p> <p>D</p>	<p>AF/I</p>
<p>Prepared by: Jan McMahon</p>	<p>AF</p>	<p>= Application Form</p>
	<p>I</p>	<p>= Interview</p>
<p>Date: March 2022</p>	<p>T</p>	<p>= Test</p>
	<p>P</p>	<p>= Presentation</p>