

<b>Job Title</b>	Senior Specialist Procurement and Contract Management		
<b>Service</b>	Finance		
<b>Team</b>	Procurement and Contracts	<b>Location</b>	Smart Working/Shute End Council Offices
<b>Reports to</b>	Senior Procurement Manager	<b>Grade</b>	10

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

### Summary of Role

- To provide specialist procurement and contract management advice, guidance and support to procuring and contracting services of the Council.

### Key Accountabilities

#### Service Delivery Accountabilities

- Provide technical assurance and develop internal standards, policies and procedures within the specialist/category area.
- Working collaboratively across the organisation and to the leadership of the Procurement and Contracts Manager to undertake the provision of guidance, advice, training and where required hands-on support to services within the Council
- Ensure the is current with developments in legislation and best practice relevant to professional area, and develop proposals for organisational improvement as appropriate to level.
- Applying specialist knowledge to support and lead projects, inputting into the procurement and contract management centre of excellence.
- Contribute to the development of corporate policy, strategy and plans including responding to legislative and guidance changes on procurement and contract management
- Working within statutory Council and Government guidelines and ensuring full statutory compliance in the delivery of the service.
- Ensure delivery and management of those corporate contracts under direct control of the Procurement Team.
- Deputise for the Procurement and Contracts Manager as required.

## Management

- Provide functional and/or operational leadership for specialists ensuring the provision of professional services that meet customer needs.
- Acting as member of corporate project teams - providing specialist advice and input
- Contributing to strategy, performance and quality control, and service and financial planning for specialist area(s)
- Working collaboratively with colleagues across the organisation, Members and managing key relationships e.g. with members, partners, other stakeholders
- Assisting the development of the Procurement and Contracts Centre of Excellence promoting best practice across the organisation.

### **Additional Corporate Responsibilities** as well as supporting and developing others within specialist area.

1	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
2	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of, and positive commitment to, equality in both service delivery and employment practices.
3	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	<b>Special Factors:</b> These will vary from role to role as defined within the individual contracts of employment.
5	<b>Behaviour:</b> Works within the Council's "competency framework" and adheres

	to the Code of Conduct.			
Competencies Required in Role				
Core Competencies	Foundation	Proficient	High Achiever	Role Model
21 <sup>st</sup> Century Public Servant			✓	
Personal Responsibility			✓	
Professionalism & Know How			✓	
Working together			✓	
Person Specification				
Focus on describing the qualifications, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat competency requirements or corporate responsibilities.				
Qualifications				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Relevant qualifications or equivalent experience in the specialist area</li> <li>Evidence of continuous personal and professional development</li> </ul>		<ul style="list-style-type: none"> <li>Membership of relevant professional body</li> </ul>		
Technical Skills				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel</li> </ul>		<ul style="list-style-type: none"> <li>An understanding of large, complex and political organisations</li> </ul>		
<ul style="list-style-type: none"> <li>Well developed written and verbal communication skills with an ability to articulate strategic thinking</li> <li>Presentation skills, able to engage an audience</li> <li>Effective strategy and report writing skills, able to make recommendations for decision making</li> </ul>				
<ul style="list-style-type: none"> <li>Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification</li> <li>Able to interrogate &amp; analyse data and information</li> </ul>				

Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience in undertaking commissioning activities overseeing all elements of the commissioning cycle</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting the development and delivery of policies and strategies</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge and experience of the Category areas, and working in a political environment, with understanding of the issues for local authorities and service users</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential</li> </ul>
<ul style="list-style-type: none"> <li>Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of writing effective briefings and strategic documents</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of successfully resolving complex cases that require an element of judgement</li> </ul>	
<ul style="list-style-type: none"> <li>Well developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of identifying, developing and delivery of opportunities for improving the service</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of negotiating and influencing with external stakeholders in order to deliver strategic outcomes</li> </ul>	