

Corporate Procurement Manager

Job Description / Person Specification

Contents:

[Job Description](#)

[Person Specification](#)



www.reading.gov.uk



Reading
Borough Council
Working better with you

Job Description

Job Title	Corporate Procurement Manager
Location	Civic Offices, Reading
Grade/Salary Range	RG10
Service/Directorate	SERVICE: Procurement & Contracts DIRECTORATE: Resources

Job Purpose

1. This post will lead the development of the commissioning and procurement best practice framework and subsequent implementation across the Council to deliver a series of strategic and operational procurement initiatives and practices, and a series of innovative commercial interventions to achieve the best overall value possible from procurement and contracts, including social value. This applies to both projects led by the Procurement & Contracts 'Hub' and Directorate 'Spokes'.
2. This post will lead the development and maintenance of 3-5 year development strategies appropriate to the role (e.g. the Council's procurement approach to social value, carbon reduction, etc.) in the delivery of a modern, effective and efficient procurement service, in collaboration with the Directorate 'Spokes', so that all current and future projects are identified alongside organisational capacity, skills and resources to secure best overall value from such activities.

Designation of Post and Position within Departmental Structure

1. This is a senior post, reflecting the importance of effective commissioning and procurement to the Council. The post holder will report to the Council's Assistant Director for Procurement and Contracts, who is a member of the Resources Directorate's Senior Management Team.
2. The post holder will have line management of posts to support the best practice advice and framework implementation as well as the Hub and Spoke model adopted by the Council.

Main Duties and Responsibilities

1. Professional lead for the development and delivery of procurement strategies and elements of the commercial governance framework, acting as a change agent to achieve increased qualitative and quantitative value from all procurement activity across the Council
2. Develop, implement and embed standards and processes for effective commissioning and procurement within the Council, improving compliance and good practice while improving the value of non-staff spend.
3. Lead the development of the staff in the Directorate 'Spokes' on specific aspects of procurement, ensuring that the appropriate commercial skills are developed and that

opportunities for efficiencies, improvements, and commercial solutions are identified and implemented.

4. Advise and support effective commissioning and procurement activities across the Council, including but not limited to leading relevant major projects as may be appropriate.
5. Lead the development and implementation of a commercially focussed approach to Procurement across the Council overseeing the development and delivery of a programme of procurement interventions to deliver better value for money and improved commercial outcomes.
6. Ensure that commissioning and procurement processes and practice across the Council make best use of appropriate technology for spend analysis, supplier engagement and other relevant commissioning and procurement processes, ensuring that such systems and processes integrate quality and equality perspectives.
7. Lead the development of accurate and up to date Management Information systems in partnership with colleagues in finance, policy and service functions in order to collect, analyse, monitor and evaluate procurement activity.
8. Support development of a learning culture within the Council, that enables cross-Directorate communications, encourages the sharing of knowledge and expertise, disseminates best practice and provides feedback on areas for further improvement
9. Keep up to date with what 'good' looks like relating to commissioning and procurement and apply as appropriate to update best practice guidance across the Council.
10. Responsible for management and development of direct reports.

Scope of Job (Budgetary/Resource Control/Impact)

1. The post holder will be responsible for providing expert professional advice to Assistant Directors, Deputy Directors, Executive Directors, Elected Members and the Chief Executive in relation to the commissioning and procurement of contracts with suppliers across the Council.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post No Check Required

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 Responsibility for creating, managing and updating a risk register for the service,

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

feeding into Directorate and the Council Strategic risk register as appropriate

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. Experience, skills and personal attributes are the most important aspects of the person specification for this role. We would anticipate that the successful candidate will be educated to degree standard. A relevant professional qualification, such as MCIPS (Chartered Institute of Purchasing & Supply), or a directly comparable equivalent or be committed to getting it.

Experience

1. Experience in leadership, demonstrating acute commercial acumen and a values driven approach, integrating policy into strategic business plans for delivery of commercial outcomes, and managing strategically important, complex procurements in the public or private sector
2. Experience in stakeholder management, providing expert advice and guidance to elected members and chief officers (or equivalent levels in other organisations), operating at board level in dealings with contractors.
3. Demonstrable experience of leading and delivering change projects and programmes that delivered service improvement, increased efficiencies and cultural change.
4. Demonstrable experience of people management, development, coaching and motivation to overall organisation and function aims.

Skills, Abilities & Competencies

1. Exceptional skills in building relationships and developing trust
2. Understanding of the operational and financial aspects of local authorities and private companies, strong ability to apply this in the procurement of contracts and conducting negotiations
3. Good knowledge of tools and techniques to help manage commissioning and procurement at different levels: application of risk analysis techniques, risk mitigation and the piloting of innovative new ideas, the use of e-Procurement technology, delivering social value, and the delivery of procurement and commercial outcomes through the creation and implementation of policy initiatives
4. Tenacity and resilience, for example challenging existing ways of doing things and raising performance and standards.
5. The ability to lead, develop and motivate staff and teams to effect change and deliver improvement and achieve desired outcomes.

6. Strong analytical skills, interpreting and presenting data, problem solving.
7. Strong influencing and negotiation skills, pro-active and persuasive with a solutions focus.
8. Strong written and oral communication skills.
9. Knowledge of commissioning, procurement and category management best practice and public sector procurement processes and regulations.
10. Ability to work on own initiative, managing own time and deadlines and making decisions with minimal supervision and direction.
11. Ability to think and act both strategically and operationally, demonstrates strategic awareness and an understanding of the sensitivities of working in a political environment.
12. A strong corporate player, able to develop shared approaches with colleagues across the council and beyond and enable joined-up planning and shared values and objectives.
13. Awareness and understanding of local government operations and how Council services interface with key public service partners e.g. police and health.

Specific Working Requirements

1. Able to attend events and meetings etc outside of the Civic Offices and outside core hours where appropriate

Team Reading Leadership and Management Behaviour Framework

In addition to the qualifications, experience etc above, you will also be expected to role-model the Team Reading values through your behaviour with peers, employees, customers and partners, and set a great example to others on a day-to-day basis by doing so. This is explained further in our Leadership and Management Behaviour Framework below.

TEAM Reading

The Team Reading values aim to create a more engaged and motivated workforce who take pride in what they are doing and have faith in and support those around them. Great leadership and management behaviour is at the heart of achieving this. We are committed to ensuring that our leaders and managers behave in a way that inspires, motivates and supports employees, creating better working relationships, greater collaboration and an organisation which provides excellent services to the people of Reading.

Central to this framework are our Team Reading values

T - We will work Together

A - We will be Ambitious

E - We will drive Efficiency

M - We will Make a difference

T.... works together as one Team

The Council's leaders and managers will champion and inspire a culture which ensures that all employees across the organisation work together to provide excellent outcomes for Reading residents

How we expect our managers to behave

- To work collaboratively with colleagues, customers and partners to build effective relationships and networks to achieve common goals and excellent services for Reading residents.
- To lead by example, be visible, open and honest and effectively communicate the vision and values of the Council whilst seeking the opinion of others through meaningful, two-way communication.
- To inspire others by being enthusiastic and positive; recognising, promoting, celebrating and rewarding innovation and success by engaging with and supporting employees to meet the Council's objectives.

E.... drives Efficiency

The Council's leaders and managers will create an environment in which resources are used efficiently and employees' skills are developed and used effectively

How we expect our managers to behave

- To continuously review performance to ensure resources (e.g. staff, money and equipment) are allocated in a fair and consistent manner, deploying the skills and expertise available to maximum effect.
- To actively seek out best practice and encourage opportunities to improve efficiency and outcomes for Reading residents through the use of new technology and income generating activity.
- To take active responsibility for budget and performance management, identifying and implementing opportunities for creating savings and efficiencies and delivering value for money.

A.... is Ambitious

Our leaders and managers will be ambitious, aspiring to deliver excellence and inspire and support others to reach their potential

How we expect our managers to behave

- To celebrate success and empower others through support and effective performance management; showing appreciation for effort and recognition for outstanding work
- To explore and challenge ways of working with a view to achieving ongoing, continuous improvement in service delivery and outcomes for Reading residents.
- To inspire confidence in others, encourage talent and embed a learning culture, identifying and

responding to the development needs of others.

M.... Makes a difference to Reading residents

Our leaders and managers will inspire a culture in which the customer is the focus and where change is welcomed as an opportunity

How we expect our managers to behave

- To proactively engage and consult with customers, challenge inequality, promote diversity and implement new and improved ways of working.
- To continuously monitor service delivery, customer feedback and demand failure to improve services, whilst being sensitive to the collective and individual needs of our customers.
- To welcome, own and manage change and to aspire towards excellence in all areas, whilst being supportive and sensitive to the needs of individuals.