

City of Wolverhampton Council

Job Description

Job title:	Procurement Manager
Directorate:	Finance
Service:	Procurement
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Procurement Business Partner
Grade:	Grade 7

Job Purpose and Role:

To provide procurement and contract management expertise to successfully source and commercially manage contracts. Ensure compliance with relevant legislation and Council procedures that commissioning outcomes are met, providers' proposals are delivered, and relationships are developed to maximise the value and benefits from third party spend.

Principal Duties and Responsibilities

Sourcing

1. Work closely with commissioners to plan and develop medium term (3yr forecast) Category Plans and sourcing strategies to ensure the best outcome and value is achieved from third party spend.
2. To ensure that all procurement activity within the allocated categories is included within the Procurement Forward Plan and annual tendering plans.
3. Delivery of the developed strategies through the application of commercial management techniques and approaches which will ensure that best value and continuous improvement are achieved, and efficiency targets optimised in compliance with the Council's Constitution, legislation, and best practice.

4. To review strategic analyses of markets and provider trends and capabilities within relevant industries to ensure that procurement is based on best practice intelligence, and consequently identifying key areas for cost saving.
5. Establish networks with key providers and new market entrants and where possible shape and influence developments to ensure capacity and capability in the market will meet the Council's future needs.
6. Deliver an objective and robust value for money challenge mechanism to Service Departments to support their service delivery requirements and maximise their spend capacity by providing strategic procurement advice and guidance, ensuring that all appropriate market options and associated risks are considered in sourcing decisions.
7. Establish how the Procurement Strategy and policies, (eg social value, payment by results, TUPE, pensions etc) will be applied to maximise value for money and benefits delivered through third party spend.
8. The timely production of all documents necessary for the tender process, including pre-qualification documents, terms and conditions of contract, service specifications/performance standards and tender evaluation,

Contract Management

9. Ensure that all projects are managed effectively and in compliance with project management methods (eg gateway reviews), timescales and performance indicators.
10. Take the lead role on the commercial management of contracts to ensure that value for money and anticipated benefits are realised.
11. Recommend approval of payment and contractual spend subject to delegated authority levels.
12. Negotiate with providers where improved or continued service delivery is critical to ensure the delivery of the Council's objectives or where dispute resolution procedures may need to be invoked. Monitor provider improvement plans when necessary.
13. Be the contact for contractual matters and disputes, ensuring timely review and approval / reconciliation of variations. Where necessary highlight potential disputes to the appropriate service, legal and finance departments.
14. Ensure plans are in place for successful contract close-out, extension or renewal and end users do not suffer any disruption or loss of service.

Compliance and Reporting

15. Production and maintenance of complete and accurate records for audit purposes and input of contract details in the Corporate Contracts Register.
16. Monitor and manage procurement compliance by Service Departments, addressing issues of non-compliance by advising and guiding Service Departments on best practice initiatives.
17. Draft reports or management briefings that deal with procurement including the recommendation for tender award.
18. Undertake regular risk-based contract reviews and reports on provider performance. Where necessary highlight risks and issues to the appropriate service, legal and finance departments.

General

19. Be the subject matter expert in an identified area of interest, develop expert knowledge and provide guidance to the Procurement team.
20. Identify opportunities to work collaboratively with other contracting authorities on joint procurements and frameworks. Lead on these collaborative arrangements where this is in the Council's best interest.
21. To attend meetings with elected members, and other internal and external meetings as appropriate.
22. To deputise for the Procurement Business Partner at internal and external meetings as required.
23. To undertake such other duties commensurate with grade as may be required from time to time.
24. To act in accordance with the Council's Constitution and other Codes of Conduct.
25. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
26. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.

27. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
28. To participate in the wider development of the service and contribute to service improvement as required.
29. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies as appropriate and training provided.
30. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives as appropriate and training provided.
31. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

Job title: Procurement Manager

Factors	Essential	Desirable	How identified
Qualifications	Either: Member of Chartered Institute of Purchasing and Supply (CIPS) or Other appropriate Management/Business qualification or Significant experience in category management and sourcing.	Evidence of continuing professional and managerial development. Relevant Degree or equivalent Post Graduate diploma or equivalent in Management Accredited Project Management qualification eg Prince2	Application/Interview
Training			

<p>Experience</p>	<p>Experience working at a senior level in a procurement role.</p> <p>Experience of managing change.</p> <p>Experience of procurement planning.</p> <p>Experience of leading strategic projects as part of a cross functional team.</p> <p>Experience of interrogating procurement management information, analysing and interpreting results and applying the findings to appropriate procurement strategies.</p> <p>Experience of managing tender processes. Experience of providing procurement and contract management advice.</p> <p>Experience of managing the commercial aspects of contracts.</p> <p>Evidence of effective multi- agency and multidisciplinary working.</p> <p>Experience in the use of e-procurement systems and tools.</p> <p>Operating within a Performance Management framework.</p>	<p>Experience working at a senior level in a procurement role in a Local Authority or similar organisation.</p> <p>Procurement experience from the commercial or provider sector.</p>	<p>Application/Interview</p>
--------------------------	--	---	------------------------------

Factors	Essential	Desirable	How identified
	Utilising Project Management techniques. Supplier relationship management.		
Special Knowledge/Skills	<p>Excellent inter-personal skills.</p> <p>Excellent analytical skills.</p> <p>Excellent presentation and report writing skills.</p> <p>Influencing and negotiating skills.</p> <p>Computer Literate (Word, Excel, PowerPoint, Internet).</p> <p>Ability to meet challenging deadlines and balance competing priorities successfully.</p> <p>Ability to use and present information effectively, targeting the desired audiences</p> <p>Project Management skills.</p> <p>Expert knowledge of best practice sourcing and innovative procurement approaches.</p> <p>Commercial modelling and performance management frameworks.</p>	<p>Understanding of legislation relating to public sector procurement.</p> <p>Awareness of the political dimension of local government.</p>	Application/Interview

Factors	Essential	Desirable	How identified
	<p>Knowledge of the application of social value and sustainability issues within contracts.</p> <p>Understanding of Contract Law.</p> <p>Market knowledge in relation to appropriate product categories.</p>		
Personal Qualities	<p>Develops effective working relationships with all levels of management.</p> <p>Able to manage conflict.</p> <p>Capacity to learn and share learning with others.</p> <p>Can initiate change and learn and adapt from previous experiences.</p> <p>Ability to be creative and innovative.</p> <p>Ability to analyse and interpret key data and formulate ideas and proposals.</p> <p>Good negotiator.</p> <p>Good planning and organisation skills.</p> <p>Self-motivated and able to work under pressure and meet deadlines.</p>		Application/Interview

Factors	Essential	Desirable	How identified
	<p>Communication and presentational skills:</p> <p>Able to effectively present at meetings on a wide range of procurement matters to a variety of audiences.</p>		
<p>Interests and Motivation Relevant to job</p>	<p>Continued desire for professional development and progression in career in Procurement.</p>		<p>Application/Interview</p>
<p>Commitment</p>	<p>Commitment to continuously improving and innovating.</p> <p>Commitment to producing effective high-quality information.</p> <p>Commitment to promoting a positive image.</p> <p>Commitment to the importance of promoting equality and diversity within services and employment and the ability to challenge behaviour and processes which may act as a barrier to this.</p>		<p>Application/Interview</p>