JOB DESCRIPTION

TITLE: Procurement Manager

POST NO: PREF105666

DEPARTMENT: Inclusive Economy

DIVISION: Inclusive Growth

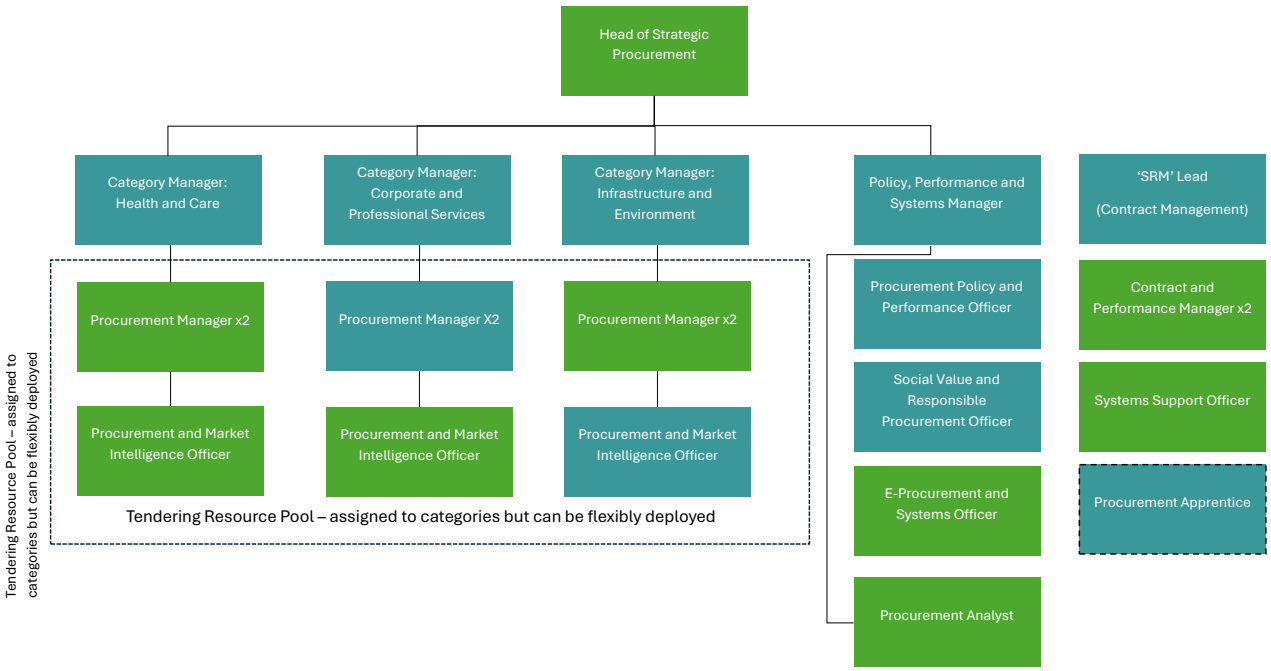
RESPONSIBLE TO: Category Manager (category to be assigned)

GRADE: M4

PURPOSE OF POST:

The role will involve managing end-to-end procurement projects and implementing strategies to reduce cost whilst delivering quality services. The Procurement Manager will provide best practice procurement advice and challenge within each project assigned, driving incremental value from effective intervention and application of appropriate procurement and evaluation strategies. The post holder will be expected to advise on projects across all categories of expenditure (works, services and supplies), general fund, capital and HRA funded schemes, including complex, high risk projects. The post-holder will matrix manage the procurement and market intelligence officers with other managers and Category Managers on a project basis.

ORGANISATION CHART: INSERT NEW STRUCTURE



PRINCIPAL RESPONSIBILITIES:

1. Provide leadership on specific high value and complex strategic procurement projects, managing the supply market, supplier research and tendering activity to support all service areas within the authority. Use professional knowledge and experience to advise senior managers on the procurement options and risks/issues. Apply procurement best practise and knowledge of the Public Contract Regulations and PA23 and the Constitution of the Council to ensure compliance. 2. Manage all procurement projects through to completion to deliver the following outcomes: o Compliance with overarching council objectives and UK legislation and Standing Orders; o Taking responsibility for the application of relevant procurement regulations and best procurement practise and cabinet office policy (PPNs); o Have input into the direction of the work programme under supervision from the Category Manager and Head of Procurement and contribute to Procurement Boards/Commissioning Boards as required; o To provide senior managers, commissioners, budget holders and other relevant client-stakeholders with informed, commercial and pragmatic advice to achieve desired outcomes through procurement activity. o To use category, sector and market knowledge to develop and recommend procurement strategies to achieve desired business outcomes. o To support Category Managers, the Heads of Service and other stakeholders to develop overarching strategies and category management plans by providing specialist input to one or more sub-categories, major contracts or spend areas. o Understand key commercial drivers and commercial success criteria for procurements undertaken within the authority and for wholly owned companies of the Council and to act as the procurement challenge within the governance process. o Develop comprehensive plans in order to deliver service requirements within prescribed times as set out in regulations and best practise, including statutory/service requirements o To use sector knowledge and expertise along with desktop research to ensure an understanding of the relevant supply market(s) and contribute to the category strategy. o Employ different financial modelling to understand total cost of ownership/whole life costing of contracts; o To research, understand and deploy innovative approaches to procurement, within the limits of regulations. o To ensure that organisational priorities and policy objectives are embedded in and delivered through procurement activity, including issues like sustainability, social value, carbon reduction, Living Wage, Modern Slavery, diversity and inclusivity o To facilitate fair, impartial and transparent evaluation processes, balancing the need to be at all times compliant with relevant legislation with the needs of the organisation and a pragmatic, commercial approach to supplier selection.	70%

3. Work in partnership with and deputise for, the Category Manager in: • Managing resources in order to maintain service delivery, making appropriate decisions in order for projects to progress; • Development of strategies for the delivery of efficient and effective procurement processes; • Development and implementation of a Buy Local policy to maximise opportunities for local suppliers; • Establishment of a robust data based approach to identification of opportunities for savings and service improvement.	15%
4. Responsible for developing productive relationships with internal and external stakeholders in order to deliver business outcomes on time and to requirement. Responsible for engaging with suppliers, current and potential, in order to ensure they fully understand the Council's requirements and procurement process. To work collaboratively with Legal, Finance and other corporate support services to develop the optimal commercial approaches for clients, including routes to market, contract terms, evaluation models and contract performance indicators.	15%

DIMENSIONS:

Supervisory Management: The post-holder will matrix manage with the Category Manager, the procurement and market intelligence officers, on a day-to-day basis.

The post holder will deputise for the Category Manager as appropriate

Ensure the development of cultural competence within service provision to meet the diverse needs of Luton's population and embed the same into tender documents and evaluation models.

Work with line manager to identify appropriate personal development plans

Scope of financial influence:

Indirect control/influence in order to gain value for money from organisational spend of

(2022/23 was £261m of which £145m was General Fund), NB: this does not include third party spend of wholly owned companies who commission the service to undertake their procurement activities via an SLA.

Physical Resources: None

Other:

CONTEXT:

This role sits within the Council's Centralised Procurement team with a clear focus on compliant strategic procurement projects and contract management. The team delivers significant benefits, savings and efficiencies to the Council whilst also providing control and compliance to the procurement process and policies.

The role will be accountable to, and work with, the Category Managers and Head of Procurement, as well as supervising procurement officers, using matrix management techniques to ensure supervision of absence and performance is completed. The role will have regular interaction with Contract Managers and other compliance and systems roles. The role will involve significant engagement with departments (at all levels of seniority) and suppliers ensuring professional relationships are built and maintained whilst also ensuring the procurement strategy contributes to the overarching departmental objectives and wider Council objectives.

Category dimensions:

Health and Social Care

Act as Category specialist in relation to all procurement and contracts that relate to Adults and Children's Social Care services and Public Health and Health funded services. To provide expert advice in relation to different models of delivery, including co-production in partnership with the market and service users. To maintain up to date working knowledge of market developments and good practise to inform and support strategies co-designed with the Commissioning lead. To be aware of the different funding arrangements and how these impact on the structure of the resulting contracts and nature of the relationship with partners.

Corporate and Professional Services.

Act as Category specialist in relation to all procurement and contracts that relate to corporate services, including ICT and telecoms, consultancy and other specialist services required by Corporate enabling services such as Finance, Human Resources, Transformation and Facilities Management. To maintain up to date market intelligence and knowledge of procurement best practices within the category area.

Infrastructure and Environment

Act as Category specialist in relation to all procurement and contracts that relate to the built environment and infrastructure such as Highways, Public Realm and general Works and associated activities. To have experience and maintain expertise on all aspects of the category including working knowledge of specialist terms and conditions of contract such as JCT, NEC etc. To keep informed of developments in Building legislation and other regulatory matters that influence the procurement process and contract management. To be aware of the different funding arrangements and how these impact on the structure of the resulting contracts and nature of the relationship with partners.

Agile (Smarter) Working
The Council needs to provide its services more cost effectively and this will mean a significant number of employees needing to work in different ways and from varying locations according to the needs of their job. In some circumstances this might mean working from home.

Integration of Equalities Principles:
The post holder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect the Council's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Physical Effort:
Standard office based skills, keyboard skills, and use of training and presentational equipment.

Working Environment:
Office based with requirement to visit a range of council establishments across the borough. There is also a requirement for the post holder to be able to attend national and regional groups and undertake site visits within the UK.

Occasionally the post holder will be required to work outside normal office hours to meet operational requirements.

PERSON SPECIFICATION

Essential (E):- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attribute	**Essential**	**How Measured**	**Desirable**	**How Measured**
Experience	Previous experience in leading compliant procurement projects for public and/or private sector organisations; Demonstrable experience of delivering innovative solutions and cashable savings to an organisation Demonstrable understanding of the economics of procurement and market development.	1, 2 1,2 1, 2	Experience in similar Public Sector procurement environment; Knowledge and understanding of contract law and supply agreements.	1,2 1,2
Skills/ Abilities	(C) Excellent communication (both verbal and written), negotiation and influencing skills in a commercial environment and within a wide range of people and organisations; Able to act on their own initiative in developing and implementing continuous improvement in procurement processes; (C) Excellent organisational skills and attention to detail, being able to manage multiple work streams, at different stages of development simultaneously; Excellent interpersonal skills, working positively with colleagues in the team and across the organisation; (C) Able to apply problem solving analytical skills to prepare and present reports and undertake formal presentations on complex matters in a clear and comprehensible manner; Able to manage staff –direct and non-direct reports using matrix management techniques to ensure business objectives are met Must be competent in the use of the Microsoft Office Suite of	1,2,5 1,2 1,2 1,2 1,2,5 1,2 1,2		

	applications and e-tendering tools.			
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation - ability to integrate equality issues into business solutions.	1,2		
Specialist Knowledge	(C) Up to date knowledge of current UK procurement legislation and EU procurement directives; (C) Up to date knowledge on procurement best practices, processes, techniques and tools to achieve value for money; Knowledge and ability to use e-procurement tools. Knowledge of procurement legislation and its impact on market management, finance and contractual arrangements	1,2 1,2,5 1,2,5 1,2	. Appreciation and understanding of the Public Services Act (Social value) 2012 and how it can deliver wider community benefit from procurement activity.	1,2
Education	Working towards CIPS membership status, or otherwise demonstrate equivalent knowledge through experience.	1,2,4	Qualified CIPS professional with substantial knowledge of local authority procurement or equivalent.	1,2,4
Other Requirements	Able to adjust working arrangements to meet the demands of the service. This may be regular evening work; Flexible to support other teams and colleagues as required.	1,2 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post
The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, particular those relating to;

(i) Equal Opportunities/Equalities
(ii) Health and Safety
(iii) Data Protection Act (2018)