

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	Procurement Manager
Grade	PS10/SS11/M11	Reports to (role title)	Strategic Procurement Manager
		Directorate	Orbis
JE Band	371-438	Service	Procurement
		Team	Strategic Procurement
		Date Role Profile was created	May-18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To be responsible for delivery of strategic procurement projects, ensuring they are delivered on time and to the right quality, and that there is proper compliance with Procurement Standing Orders and with relevant regulation and legislation. This will include leading a range of procurement projects to put in place contracts which may cover more than one partner authority, and working as part of a team to deliver the most complex projects. To ensure that project delivery and benefits realisation is properly monitored and recorded.</p> <p>To support development of the strategic procurement plans in one of our major spend areas (see context). These are developed across the Orbis partnership in a collaborative way, and the role-holder will be expected to contribute operational knowledge, experience and lessons learned from previous projects.</p> <p>To collaborate in matrix teams with colleagues in the Category and Commercial and Contract and Supply teams to deliver an end-to-end Procurement service for our stakeholders.</p> <p>To be responsible for driving greater value for money from more effective and innovative procurement, advising stakeholders on the most appropriate route to market to deliver a visible impact on service design and strong commercial outcomes.</p> <p>To be responsible for delivery of social value from procurement projects, in line with agreed policy.</p>
Work Context	<p>This role works in the Procurement Service within Orbis, whose partner councils spend a total of £1.3bn a year on goods, works and services. The department provides high quality professional procurement, commercial, contracting and purchasing services to colleagues and customers both within, and beyond, the partner authorities.</p> <p>The strategic procurement plans are developed for three major spend areas (or categories) – Health and Social Care, Assets and Infrastructure and Corporate and Business – and each covers approximately one third of the above external spend across the partnership.</p> <p>Post holders will therefore need to bring expertise and innovation to their role, and will work on regional or local collaborative projects, often as part of cross functional teams.</p> <p>The Procurement Service has offices in the main locations of our partner authorities, and some flexibility and travel will be expected. Staff will be supported to operate in a flexible way to meet the needs of customers and work demands.</p>
Line management responsibility if applicable	Leading small project teams

Budget responsibility if applicable	This role has indirect responsibility for external spend related to projects across the partnership (see context), influencing stakeholders to deliver high quality services at a lower cost.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Customer Service & Support</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource/funding management in accordance with the council policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level and complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>

<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines such as HR, finance, law, marketing, communications. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Level 4 CIPS qualification or equivalent experience required Good knowledge of procurement principles Good experience of implementing innovative strategies and achieving value for money through effective procurement Experience of leading multiple tendering exercises and writing and advising on procurement policy and procedure, compiling tender documentation and plan Experience of statistical and spend analysis Understanding of the political context in which the service operates</p>
<p>Role Summary</p>	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>

