



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

JOB TITLE:	Procurement Business Manager		
GRADE: JOB CODE:	G13 SCP's 46-50 PROC004100 PROC003600 PROC004300	SERVICE AREA:	Procurement
REPORTS TO:	Head of Procurement	LOCATION:	Any Council Premises
SPECIAL CONDITIONS:	<p>Occasional out of hours working will be required to attend meetings and meet deadlines</p> <p>That in booking leave, regard is had to prevailing workloads and deadlines, e.g.:</p> <ul style="list-style-type: none"> • Reporting to management and members; • Year end/month end activities; • The needs of the Council, the service and the team. <p>NB: This list is not exhaustive Will be required to attend other council premises and out of borough locations for meetings etc. Out of hours will be required on occasions.</p> <p>Travel around the borough will be a requirement for this role and as such Walsall Council will pay mileage allowance at the HRMC rates, if the post holder uses their own vehicle</p> <p>Willingness to complete / study relevant professional qualifications (i.e. CIPS) as part of your Continuous Professional Development.</p>		

1. Main purpose of the job role:

- To assist the Head of Service in the planning and delivery of a modern, resilient, high quality customer focused procurement service.
- To ensure that Procurement Service supports delivery of the Councils Corporate objectives, to the highest possible professional standards, complying with all aspects of relevant legislation and public accountability requirements.
- To ensure that council-wide procurement activities are conducted in a compliant manner and that value for money is achieved across the Council's business.
- To be responsible for the planning, development and implementation of all necessary business needs of the Procurement Service.
- To provide day to day operational management of the procurement service.
- To be responsible for establishing and maintaining performance standards and providing measurable and auditable assurances.

2. Role specific duties and accountabilities:

Principal Activities

1. To support and where necessary deputise for the Head of Procurement in the leadership, management and delivery of all aspects of Procurement Service and council-wide procurement activity.
2. To ensure that the Procurement Service delivers the Council's procurement activity within the available budget envelope and complies with all aspects of relevant legislation, public accountability requirements.
3. To manage all aspects of procurement service activity, ensuring the provision of a modern, resilient, high quality customer focused procurement service that supports delivery of the Council's Corporate objectives to the highest possible professional standards.
4. To direct, manage and develop the procurement service in the delivery of the Council's efficiency targets, and apply procurement commercial and contractual expertise, tenacity, drive, and influencing skills to deliver continued and sustainable efficiencies and enable the Council to obtain value for money from all its externally purchased goods, works and services.
5. To develop and implement innovative approaches to supply arrangements which enhance services provided to Walsall's citizens, whilst minimising costs and commercial risk.
6. To strategically develop and maintain effective and efficient business relationships and partnerships with key internal and external stakeholders, including elected members, officers of all levels across the Council, external organisations and suppliers.
7. To operationally manage and monitor the service performance, develop and implement procurement policies and procedures.
8. To direct the development of e-procurement and the strategic linkages to the associated Council information technology systems and ensure that they are effectively implemented in line with the Council's overarching ICT and associated strategies.
9. To oversee and lead the delivery of high value, complex council-wide procurement programmes.
10. Direct and deliver the procurement service, leading the team to follow compliant procurement process and apply the following procurement techniques: user needs analysis; demand management; market research; sourcing; tender preparation; market management and engagement; tender evaluation; negotiation; interpretation of the law; contract finalisation; and appropriate and effective contract management.
11. Lead the design, development and delivery of commercially focused procurement strategies, across Council-wide procurement activity, working closely with Service Areas, to ensure that corporate objectives and service needs are achieved.
12. Research and analyse all areas of Council spend to maintain existing or put in place new and innovative contracts, where possible strategically linking related requirements across the Council, giving service managers access to supply arrangements that meet their needs with minimum administrative effort and at least overall cost.
13. Deliver an objective and robust value for money challenge to Service Areas, which supports their service delivery requirements and maximises spend capacity by providing strategic procurement advice and guidance, ensuring that associated risks are appropriately considered in sourcing decisions.
14. Develop strong relationships with all appropriate public sector partners to enhance purchasing power and market leverage wherever possible.
15. Lead responsibility for all associated periodic returns and analyses including performance monitoring, and directing procurement activity as required by Procurement Regulators, Cabinet, Senior Management Teams, Performance Boards in accordance with, the *Rules for Contracts*, other statutory obligations and European Union Directives implemented as the Public Contract Regulations.

16. Ensure that all procurement programmes and projects are managed effectively and comply with legislative and constitutional and procurement operational requirements in a timely and efficient manner.
17. Oversee, quality assure and ensure the timely completion of the Procurement Team work plan, ensuring the maintenance of complete and accurate records for each procurement process from design through to implementation.
18. Monitor and manage procurement compliance across a range of designated service areas and/or categories, addressing issues of non-compliance by advising and guiding management colleagues on corrective actions where required
19. Be accountable for the effectiveness of the service's budget via regular reports to the Head of Procurement so that the service operates within its budget, and to monitor the service's performance against corporate, directorate, and services sectional performance indicators, developing the latter as necessary.
20. Support the implementation of the Council's Social Value Policy through the inclusion of social considerations in contracting and through working with colleagues to identify where wise decisions can be made to enhance the value delivered in the local community when spending public money.

Generic Duties

21. Support the robust governance of procurement related activity across the Council
22. Promote effective cross-directorate working so as to deliver integrated solutions that optimise the use of resources and achieve Best Value and continuous improvement.
23. Develop/support and promote a strong customer-focused performance culture within the service team, ensuring the provision of cost effective, efficient, high quality services to the Council, its members and its departments in line with their identified needs.
24. Ensure services are provided to the highest possible standards within the resources available. To implement effective systems for setting targets, managing performance, reporting systems, identifying and overcoming weaknesses and delivering sustained improvements.
25. To ensure services proactively support internal and external partners in areas of their work which have a relevant dimension. Where applicable, to negotiate service level agreements with client departments/project coordinators/partners to ensure roles and responsibilities are clearly understood and that the outcomes for the post holder's services are achievable.
26. Provide clear, balance and accurate advice and guidance to the senior management team on issues arising within the post holder's areas of responsibility.
27. To undertake such other duties commensurate with grade as may be required from time to time.

People

28. Lead and encourage staff across the Council to collaborate within the procurement service, whilst contributing to the Procurement Service as a senior management team member.
29. Ensure that the team has the necessary skills and ability to deliver successful procurement. Minimise and mitigate risk for the Council through appropriate application of procurement tools and techniques.

30. Managing the team's workload to ensure delivery as priorities in line with the Council Plan.
31. Agree priorities; conduct Annual Performance Conversations and 1:1 sessions for all direct reports, identifying development opportunities and how these will be met.
32. Manage all staff reporting to the post holder in accordance with the Council's Human Resources policies and procedures.

Financial

33. The post holder will influence, and where appropriate take financial responsibility for approximately £200m of the Council's spend on Goods, Services and Works across the wide range of requirements in the designated category
34. The post holder will also be responsible for the financial integrity of contracts entered into, minimising the financial control and contractual risk for the Councils in their relationships.
35. The post holder will support the Head of Procurement in managing the service operating budget of approximately £750k.

Buildings and Equipment

36. The post holder will need to manage computerised data and other systems requirements within iProcurement and the contracts database to a complex degree. Accurate analysis of this information will be used to drive the service's work plan on an annual basis.

Information Management

37. As an employee of the Council, the post holder is expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
<u>Behaviours:</u>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills:		
1. Focused on customer needs and able to provide effective procurement solutions	S/I	3
2. Able to lead, manage, motivate and develop staff and stakeholder to deliver objectives and desired outcomes across all aspects of procurement business	S/I	3
3. Programme Management Skills with ability to plan and set own and programme team work priorities	S	3
4. Persuading and influencing skills. An effective negotiator with proven track record of resolving difficult situations	S/I	2
5. A flexible and innovative/creative approach to problem solving	S	2
6. Able to understand analyse and interpret complex and varied management, legislative, financial and contractual data	I	2
7. Ability to interpret and successfully apply procurement and contracts related legislation to ensure the delivery of compliant and successful procurement activity	S/I	3
8. Able to develop and implement procurement strategy, policy and practice	S/I	2
9. Able to manage contracts effectively at the appropriate level through the development of excellent supplier and stakeholder relationships	I	2
10. Able to think strategically, effectively plan, organise and manage resources and projects	I	3
11. High level interpersonal communication and presentation skills to enable effective working at all levels.	I	3

12. Able to communicate verbally and provide advice and/or information in accurate spoken English	I	2
13. Able to represent the service and the Council in liaison with other agencies and external organisations	I	3
14. Ability to meet demanding deadlines whilst dealing with regular interruptions	I	3
15. Clear, concise report writing skills	S/I	3
16. Able to initiate and implement continuous improvement and positive organisational change	S/I	2
17. Able to demonstrate a clear understanding and commitment to equal opportunities and anti-discriminatory practice in all aspects of this role	S	2
Knowledge/Experience:		
18. Extensive, knowledge of the Law relating to Procurement	S/I	3
19. Knowledge of social value, localism and sustainability in procurement and contracts	S/I	3
20. Knowledge of negotiation strategies and techniques	S/I	3
21. Understanding of governance and risk management of major projects	S	2
22. Understanding of the political context and environment	S/I	3
23. Extensive knowledge of IT and large scale ERP systems	S/I	2
24. Knowledge of programme and project management tools and techniques	S/I	2
25. A knowledge and understanding of Health & Safety in the context of this role	S/I	3
26. Significant experience in a senior position of successfully delivering procurement and programme management in a large complex organisation	S/I	3
27. Experience of successfully managing and delivering strategic procurement projects, in accordance with European Union (EU) Legislation and Public Contract Regulations, as part of a cross functional team, on time, in a complex and challenging environment.	S	2
28. Experience of analysing complex financial and procurement related data to identify and opportunities and generate for improved procurement	S/I	3
29. Experience of developing and implementing procurement strategies.	S/I	3
30. Experience of successfully deploying procurement best practice to reduce waste, improve effectiveness and generate efficiency	S	2
31. Experience of successfully negotiating on major strategic projects and contracts	S/I	3
32. Experience of developing implementing and using e-procurement systems and tools	S/I	2
33. Experience of matrix management, managing people and resources	S/I	2
34. Experience of managing change internally and with partners	S/I	3
35. Experience of Financial and Budget Management	S/I	3
Qualification:		
36. Degree or equivalent And Professional Diploma for CIPS or willingness to work towards Appropriate professional qualifications and/ or membership of any relevant professional bodies	S	

Other Essential Requirements				
1. An awareness of, and commitment to, equality of opportunity			I	3
2. Awareness of, and commitment to, confidentiality and handling data			I	3
Prepared by:	Sharon Wright - Lead Procurement Officer	Date:	May 2021	