

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Procurement & Contract Management Lead	<b>JE NUMBER:</b> A13154
<b>DIRECTORATE:</b>	Digital, HR and Customer Services	<b>BAND:</b> Grade 8
<b>RESPONSIBLE TO:</b>	Digital Delivery Manager	
<b>RESPONSIBLE FOR:</b>	N/A	
• <b>Budget</b>	N/A	
• <b>People</b>	N/A	
• <b>Functions</b>	Procurement & Contract Management	
<b>MAIN PURPOSE OF POST:</b> <i>(describe the outcomes the postholder is responsible for delivering)</i>	<ul style="list-style-type: none"> <li>• To utilise specialist skills, knowledge, and expertise to provide commercial (procurement, contract and supplier relationship management) solutions, advice and guidance to the Digital &amp; Technology Service in accordance with the Council's Constitution, UK Public Contract Regulations, government policy and guidance, applicable legislation, case law and best practice.</li> <li>• To ensure the Council's Constitution and compliance requirements are effectively communicated and embedded across the Digital &amp; Technology Service</li> </ul>	

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	<b>This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.</b>
2.	Manage the end to end procurement of contracts, including those of high value, high risk or of a complex nature ensuring delivery within regulatory and wider statutory obligations to meet the priorities and needs of the Council.
3.	Responsible for managing the process for the varying, modifying and extending contracts.
4.	Work with Digital & Technology Service, to meet the changing needs and priorities
5.	Provide professional advice, ongoing support, information, and guidance to staff across the Digital & Technology Service to ensure continuous improvement, delivery of service and best value are maintained or enhanced.
6.	To support the Digital & Technology Service priorities, aims and objectives through the delivery of the Procurement and Contract Management function.
7.	To engage with Directorates, Business Units and Council wholly owned companies to identify business needs and jointly develop and support the implementation of individual commercial strategies. Ensuring those strategies are effective, efficient, support the Council's priorities and deliver best value from all Council spend.

8.	To implement commercial methodologies and procedures that lead to continuous improvement in commercial practice across the Digital & Technology Service.
9.	To ensure all relevant corporate policies and procedures are integrated and embedded into commercial activity.
10.	To support the Digital & Technology Service to engage with the market including local small and medium enterprises and the voluntary, community and social enterprise sector to understand the Council's needs and enable them to effectively compete for contracts.
11.	Development of relationships, learning, evidence, and expertise to support innovation, creativity, and improvement in commercial practice across the Digital & Technology Service.
12.	Ensure the Digital & Technology Service remains compliant with the regulatory framework for public sector contracting, including the Agreement on Government Procurement (GPA), Public Contracts Regulations, Transparency Code, Freedom of Information Act, Social Value Act, TUPE, Best Value Duty and Local Authority Equality Duty.
13.	Effective processes and systems are developed, updated, and embedded across the Digital & Technology Service s to ensure a consistent and compliant approach to commercial activity.
14.	Best value and budget maximisation are delivered through the provision of informed, effective, and consistent commercial advice and support.
15.	An efficient, effective, and consistent approach across the Digital & Technology Service to supplier engagement and relationship management drives efficiencies and supports continuous improvement in delivery and the supply chain.
16.	Local suppliers and voluntary, community and social enterprise sector organisations are provided with the skills to effectively compete for Digital & Technology Service business.
17.	Interpret historic and future spend profiles and engage with IT Leaders to jointly work up, develop and deliver their commercial strategies and plans.
18.	Prioritise own workload to meet both operational requirements and service strategic objectives, ensuring compliance and best practice through high quality and consistent delivery.

**GENERAL – To be aware of and implement the following:**

**Equalities** – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**Climate Change** - The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

**SPECIAL FEATURES OF POST:**

Political Restriction	YES		NO	<b>X</b>
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES	<b>X</b>	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	<b>X</b>
You may be required to carry out those duties at your present workplace or at another council venue.	YES	<b>X</b>	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Procurement & Contract Management Lead	<b>JE NUMBER:</b>	A13154
<b>DIRECTORATE:</b>	Digital, HR and Customer Services	<b>DATE:</b>	2025

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b> Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<p>Proven commercial skills including delivering or providing advice on:</p> <ul style="list-style-type: none"> <li>- Commercial evaluation.</li> <li>- Pre-market engagement and market analysis;</li> <li>- Identification of appropriate routes to market and procurement procedures.</li> <li>- Tender documentation drafting, including contract preparation;</li> <li>- Tender analysis and evaluation.</li> <li>- Managing and facilitating tender moderation sessions;</li> <li>- Drafting award approval requests.</li> <li>- Drafting outcome notification letters and supplier feedback;</li> <li>- Contract mobilisation.</li> <li>- Performance monitoring;</li> <li>- Change control.</li> <li>- Risk analysis, mitigation and management.</li> <li>-</li> </ul>		
<b>Essential</b>		
•	• Proven ability to work autonomously and without direction to meet the requirements of the role and Council priorities.	AF / I / P / SBE
•	Proven ability to make decisions in line with the requirements of the role and the ability to recognise when there is a need to consult with more senior officers.	AF / I
•	• Confident and competent when under internal or external scrutiny, with a proven ability to make decisions and recommendations, often to more senior officers, that may be contentious and/or have significant implications for others and provide rationale.	AF / I
•	• Proven influencing, persuasion and negotiation skills and the ability to use these skills when dealing with situations where there may be resistance to ensure compliance, improved performance and / or positive outcomes for all parties.	AF / I / SBE
•	Proven problem-solving skills to facilitate: <ul style="list-style-type: none"> <li>• Identification of creative and innovative commercial solutions to meet Council needs and priorities.</li> </ul>	AF / I

	<ul style="list-style-type: none"> <li>• Identification of causes of contractual issues and the provision of informed and imaginative solutions to address them.</li> </ul>	
•	Proven ability to respond positively and effectively to organisational and legislative change.	AF / I
•	Proven ability to work on and prioritise multiple projects across a diverse range of subject matters, dealing with conflicting and ever changing priorities	AF / I / SBE
•	Communication skills necessary to present complex and contentious information clearly, in a range of formats to varied audiences.	AF / I
•	The ICT literacy and skills necessary produce a range of complex correspondence, reports, spread sheets and presentations etc.	AF / I
•	Proven ability to forward plan and prioritise activities to meet strategic objectives.	AF / I
•	Proven ability to work effectively as part of a team to deliver against policy and strategy.	
•	Ability to work to the Council's core values of being forward thinking, people oriented and adaptable, always with integrity.	
<b>Desirable</b>		
•	Proven ability to deliver excellent outcomes within the public sector in a procurement or contract / supplier relationship management role	AF / I
<b>EXPERIENCE</b>		
<b>Essential</b>		
•	<ul style="list-style-type: none"> <li>• Knowledge and understanding of key commercial processes across diverse areas.</li> </ul>	AF / I
•	<p>Sufficient knowledge, understanding and ability necessary to undertake the role in relation to interpreting Public Contracts Regulations and knowledge of the commercial aspects of other associated legislation, case law, policy and guidance, including:</p> <ul style="list-style-type: none"> <li>• Public Services (Social Value) Act;</li> <li>• Modern Slavery;</li> <li>• National Procurement Policies and Policy Statement;</li> <li>• Best Value Duty;</li> <li>• Public Sector Equality Duty;</li> <li>• Local Government Transparency Code;</li> <li>• Environmental and sustainability issues;</li> <li>• Data Protection Act / GDPR;</li> <li>• Freedom of Information Act.</li> </ul>	AF / I / P / SBE
•	Specialist knowledge of the procurement cycle, methodologies and tender management.	AF / I
•	Knowledge of contract clauses, contract formation and development, contract management and compliance.	AF / I / P / SBE

•	Knowledge of e-procurement and e-tendering systems.	AF / I
•	Knowledge and understanding, at a local and national level, of current and future trends and issues affecting procurement and contract management within the public sector.	AF / I
•	An understanding of local government policies, priorities, structure and governance.	
<b>Desirable</b>		
•	Knowledge and understanding of Chesterfield Borough Council Financial Regulations and Contract Procedures.	AF / I
•	Knowledge of the commissioning cycle and its practical application within a real contract environment.	AF / I
•	Understanding of the democratic process within local government	AF / I
•	Knowledge, understanding and commitment to delivering excellence in customer care and the importance of equal opportunities and anti-discriminatory practices in service planning and delivery	
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	Educated to Degree level or equivalent or demonstrable academic or professional ability or experience in the relevant field.	AF / Q
<b>Desirable</b>		
•	Level 3 Advanced Certificate in Procurement and Supply or equivalent or 2 years' experience in an operational procurement or commercial role.	AF / Q
•	Willingness to study towards Level 4 Diploma in Procurement and Supply or equivalent.	AF / Q
•	Student membership of the Chartered Institute of Procurement and Supply (CIPS).	
•	Government Commercial Function qualification in Contract Management at Foundation level or equivalent.	
•	Member of the Society of Procurement Officers	
•	Project/programme Management qualification, e.g. Agile Foundation / Practitioner or equivalent.	
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview

•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.	Interview
<b>Level: 2</b>		
<b>Changing and Improving</b>	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.	Interview
<b>Level: 2</b>		
<b>Making Effective Decisions</b>	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.	Interview
<b>Level: 2</b>		
<b>Leading &amp; Communicating</b>	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.  It's about championing difference and external experience and supporting principles of fairness of opportunity for all.	Interview
<b>Level: 2</b>		
<b>Collaborating and Partnering</b>	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.	Interview
<b>Level: 2</b>		
<b>Developing self and others</b>	Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.	Interview
<b>Level: 2</b>		
<b>Delivering Value for Money</b>	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality,	Interview
<b>Level: 2</b>		

	and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.	
<b>Managing a Quality Service</b>	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.	Interview
<b>Level: 2</b>		
<b>Delivering at Pace</b>	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.	Interview