

JOB DESCRIPTION

JOB TITLE:	Procurement Manager	JE NUMBER: A13153
DIRECTORATE:	Finance	BAND: 11
RESPONSIBLE TO:	Head of Procurement	
RESPONSIBLE FOR:	Corporate Procurement	
MAIN PURPOSE OF POST:	To support the Head of Procurement, in the delivery of a strategically focussed, professional and efficient procurement service, providing advice, support and guidance to stakeholders at all levels, using best practice procurement and supply chain management principles	

DUTIES AND RESPONSIBILITIES:

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

1.	To support the implementation the the Council's Corporate Procurement Strategy, ensuring that all procurement activity, within an assigned area of spend, is compliant to internal governance and national legislation
2.	Manage procurement activity within an assigned area of spend, providing guidance to stakeholders on the most appropriate procurement strategies and advice on complex procurement issues to ensure the service area objectives and corporate outcomes are achieved.
3.	To support the maintenance of the councils contracts register, ensuring that all contract documentation and supporting information is electronically stored within the system
4.	To develop and implement appropriate procurement strategies, working with key stakeholders to drive efficiencies and optimise value for money throughout the procurement lifecycle
5.	Proactive involvement in contract negotiations with suppliers, working with contract managers to take an active role in the contract management lifecycle of key contracts within the assigned area of spend.
6.	Ensure appropriate reviews are carried out following contract award to inform future procurement, performance management statistics, monitoring compliance, assessing value for money and ensuring project outcomes achieved
7.	Ensure consistency with national procurement regulations and directives (as relevant), ensuring training and support is delivered or sign posted to other council officers and senior leaders
8.	Liaise, communicate, negotiate and consult with senior managers, budget holders and service providers to contribute to the development of an effective procurement business partnering model.
9.	To support corporate / cross-cutting contracts due for reviews; working with key stakeholders to indentify areas of risk and opportunities to develop and agree action plans for improvements
10.	Support the delivery of all relevant council priorities in particular having regard to social value, a green economy and climate emergency targets and measures

11.	To apply corporate procurement policy and procedures feeding into the development of associated council's procurement guidance and toolkit
12.	To maintain a thorough and up-to-date knowledge of procurement legislation and best practice necessary for the performance of procurement compliance providing training and support to other council officers and senior leaders.
13.	Provide reports as may be necessary for procurement performance monitoring
14.	To provide line management to the procurement officers, setting and monitoring objectives which contribute to the deliver of the procurement strategy and wider council priorities.
15.	To advise members of the public, contractors, developers, statutory bodies, Council, Directorates, Councillors and other interested parties in matters relating to the procurement of works, services and supplies to the Council.
16.	To liaise with and support the business community including SME's and 3rd Sector enabling and developing them to have appropriate access to the council's procurement information.
17.	Undertake any other duties as required to meet the needs of the business

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

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DIRECTORATE:	Finance	DATE:	November 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form / Interview, Qualification / Certificates
Essential		
•	In depth knowledge of all current procurement compliance for secure public service operation	Application Form
•	Knowledge of E Procurement and E Purchasing system	Application form / Interview
•	Strong Project Management skills	Interview
•	Excellent inter-personal skills	Interview
•	Excellent communication, presentation and report writing skills	Application form / Interview
•	Strong analytical skills	Interview
•	Ability to work as part of a team, manage own time to ensure priorities are delivered	Application form / Interview
•	Ability to meet challenging deadlines and balance competing priorities successfully	Application form / Interview
Desirable		
•	Understands the importance of delivering customer satisfaction both internal and external	Interview
EXPERIENCE		
Essential		
•	Previous experience in managing the tender processes within local government or similar organisation environment	Application form / Interview

•	Experience of providing procurement and contract management advice within the Public Sector	Application form / Interview
•	Experience of working at a senior level in a procurement role and supervising staff	Application form / Interview
•	Experience of developing new ideas and innovative commercially advantageous procurement solutions	Interview
•	Previous experience of managing spend analysis and contract register to identify opportunities	Application form / Interview
•	Previous experience in the use of e-procurement, e-purchasing systems and tools	Application form / Interview
•	Has experience of the application of Social Value in procurement	Interview
•	Previous experience of operating within National and European Procurement Regulations (as relevant)	Application form / Interview
Desirable		
•	Experience of supporting the planning and delivery of projects as part of a corporate team	Interview
QUALIFICATIONS		
Essential		
•	Member of Chartered Institute of Purchasing and Supply (MCIPS) or other appropriate qualification	Certificate
•	Educated to Degree level (or equivalent)	Certificate
Desirable		
•	Evidence of a strong commitment to further accredited professional and managerial development	Certificate
•	Management qualification	Certificate
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Interview

•	To perform the job role in accordance with the specified level of the council's Competency Framework	Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>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.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 2		
Changing and Improving	<p>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.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	<p>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.</p> <p>For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 2		
Leading & communicating	<p>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.</p>	Interview
Level: 2		

	It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and partnering	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. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	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. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 2		
Delivering Value for Money	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, 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. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	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	Interview
Level: 2		

	<p>support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services</p>	
Delivering at Pace	<p>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. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	Interview
Level: 2		