

Job Description

Service	Finance and Governance Services Directorate
Job title	Procurement Manager
Grade	Grade I
Hours of work	37 hours per week
Responsible to	Head of Democratic Services and Monitoring Officer
Direct reports	4
Indirect reports	
Budget	

Purpose of Post:

To provide subject matter expertise for all procurement activity in the Council and take an active role in complex and high value procurement matters, using their knowledge and experience to deliver the best value for money outcomes for the organisation.

To report to the Head of Democratic Services and Monitoring Officer and take responsibility for the leadership, management and development of the Procurement Team.

To support the leadership of the Council in delivering the Councils' aims and objectives around financial stability, to create an environment in which residents and businesses across Huntingdonshire can thrive, be proud of, and which contributes to our strategic priorities.

To ensure that the Council is fully compliant with the relevant legislation associated with Procurement with systems and processes that support ongoing compliance including documentation, training, guidance and decision making.

To support Huntingdonshire to be a thriving and vibrant place, with housing to meet local needs and a strong economic base, in a way that delivers the best outcomes for our residents in the most sustainable way, enhancing the quality of the local environment.

Partnership working is core to how we work, and the role involves the development and nurturing of partnerships to deliver public value. Influence, co-ordination, and negotiation will be key to the development of a shared strategy for Huntingdonshire.

To work with local politicians to translate political ambition into policy and delivery.

To provide leadership and management for the designated service areas assigned to the post and to provide meaningful contributions to public sector working.

To provide specialist advice and support to stakeholders at all levels of the council, including the Corporate Leadership Team (CLT) and elected members. The role demands the capability to present well-reasoned and convincing cases on intricate matters, effectively negotiating and influencing decisions to achieve optimal outcomes for the council.

Working with a wide spectrum of external partners and stakeholders to maximise the opportunities for the district, as a positive ambassador for Huntingdonshire at local, regional levels, an enabler and influencer on behalf of the Council to leverage better outcomes for Huntingdonshire in line with the Council's aspirations and Place Strategy.

Resolving complex and specialist issues that align with the needs of the council. This includes the ability to quickly assimilate new legislative information, ensuring that procurement activities comply with all relevant regulations and best practices.

Continuously analyse market trends and supply chain risks, identifying opportunities for cost savings and process improvements. Engage with suppliers to build strong relationships, conducting performance reviews and managing potential risks associated with procurement activities.

Optimise all commercial and operational opportunities and maximise both internal and external collaborations through a commitment to partnership working and effective stakeholder engagement.



Empower and engage our communities enabling them to positively engage with our challenges and opportunities.

Key Deliverables:

An area where residents enjoy a high quality of life, where opportunities to embed employment, good health and social connection are maximised, with a view to creating self-reliance and long-term quality of life, and to do this in a way that delivers the best outcomes for our residents in the most sustainable way.

Specifically, to develop, deliver and refresh a range of strategies, policies and projects for Huntingdonshire and the initiatives and benefits arising from them.

Leadership and Management

1. To work closely with the Head of Democratic Services and Monitoring Officer and other officers to provide leadership and direction across the Procurement and Contract Management Team.
2. To promote and model the Council's core values and good practice and ensure that these are reflected in everything that is done in the team.
3. To lead across services to develop and deliver corporate projects and initiatives.
4. To provide inspirational and decisive leadership to all staff, facilitate the development of the Procurement and Contract Management Team and officers to achieve integrated and effective outcome-focused service provision.
5. To set objectives and standards for the Procurement and Contract Management Team ensuring the efficient, effective and economic deployment of employees, finance and assets.
6. To model and demonstrate leadership competencies, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace across the Council.
7. To be a member of the Procurement Board supporting the agenda setting, board activity and actions arising from it.
8. To ensure successful delivery of services through the effective performance management of the Procurement and Contract Management Team, setting ambitious and challenging targets, identifying priorities, creating a culture of innovation and excellence, whilst tackling under-performance effectively.
9. To direct procurement, commissioning and contract management of any/all contracts related to the Procurement and Contract Management Team within budget and adherence to corporate finance and procurement policies.
10. To guide Council staff on the selection of the appropriate route to procurement, in line with Public Sector procurement legislation. The role will need to provide support, advice and guidance throughout the procurement cycle (or sign post to appropriate avenues) which could include, cost analysis, spend management, strategic buying, partnership contracts, the potential for collaboration, lifecycle costing, progress chasing, contract management, dealing with disputes, basic contract related work, use of SME's, sustainable procurement, ethics, modern day slavery and compliance relevant legislation.
11. To help and assist services with advertising contracts (over £25k) on the Government's national portal (Contract Finder) and publish tenders on the

Council's own Tendering Portal, ensuring that the Council's contracts' database is kept up to date.

12. To deliver, as efficiently and effectively as possible within the budget provided for the purpose, Public Sector procurement support to the Council and its managers; enabling us to be compliant but pragmatic and efficient in our purchasing of supplies, services and works as well as management of contracts.
13. To work in partnership with Procurement Managers in our neighbouring Local Authorities and a wide range of personnel across these councils, to deliver the expertise and oversight required. The balance of work will include coverage across these councils and HDC on a loose-partnership arrangement to give the best overall outcomes for all parties.
14. To deliver, monitoring and refresh of the Councils Procurement Strategy and Contract Register and Procurement Pipeline
15. To provide effective leadership and an enabling culture to support meeting the challenges of the Council's procurement ambitions.
16. To maintain an up to date and comprehensive understanding of procurement issues, including Government policy, legislative compliance and good practice, interpreting and disseminating a Huntingdonshire response.
17. To meet the Council's expectation for management competencies and related policies and procedures.

Continuous Improvement and Commerciality

1. To create a culture of continuous improvement and innovation, identifying opportunities for income generation, with plans for the effective implementation of efficiency savings.
2. To ensure that risks associated with Procurement Team services and strategies are effectively managed, including the risk of fraud and corruption.
3. To promote a culture across the team which supports the responsible management of risk.
4. To manage economically, efficiently and effectively the capital and revenue financial resources of the Procurement Team.

Climate/Environment

1. To represent the Council with partnerships dealing with procurement so as to maximise influence and external funding, while ensuring the best living environment for residents and maintaining the best that the district has to offer.
2. To support to ensure that Net Zero Carbon is embedded across all Council activity and decision making at all levels, fostering an organisation that has environmentalism at its core.

Partnerships

1. To develop and promote strong partnership working arrangements with other public sector bodies and agencies, government departments, parish and town councils, local businesses and the voluntary/community sectors to secure community cohesion and the social, environmental and economic well-being of the area.

2. To represent and negotiate on behalf of the Procurement Team at local, and regional levels and with key stakeholders to maximum benefit for the Council and its communities.
3. To develop and maintain strategic relationships and alliances across a range of key procurement partners.

Political Interface and Member Relations

1. To manage the interface between the policy making role of portfolio holders and the officers within the Team to ensure the delivery of policies, plans and strategies, and ensuring the organisation is well placed to deliver desired outcomes.
2. To develop and maintain effective working relationships with elected Members to achieve the Council's aims and aspirations for the community.
3. To promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of outcomes.

Safeguarding

1. To demonstrate commitment and support for safeguarding the welfare of children, young people and adults at risk.
2. To ensure all duties are carried out in compliance with the Council's financial regulations, policies for Diversity, Equal Opportunities, Risk Assessment, Health and Safety and all relevant statutory or professional requirements.

Other Responsibilities

1. To fulfil statutory responsibilities relating to emergency planning.
2. To perform any other duties imposed by law, or which the Council may reasonably require.
3. To undertake duties which the Head of Democratic Services and Monitoring Officer may from time to time allocate to the Manager role.
- 4.

Qualifications

The minimum knowledge required to undertake this role and any qualifications or training essential for the role.

(E) Essential

(D) Desirable

- Professional qualification and/or membership of CIPS. (E)
- A relevant degree. (D)

Knowledge

Knowledge the person would need to do the job.

(E) Essential


(D) Desirable

- Significant knowledge in the following areas specific to this role; procurement. (E)
- Demonstrable knowledge of Public Sector Procurement legislation and practices' .
- Current knowledge of national, regional and local legislation, policies, initiatives and programmes relevant to procurement. (E)
- An in-depth understanding of the legal and regulatory framework governing local government operations. (E)

	<ul style="list-style-type: none"> • Awareness of how to construct and lead strategic initiatives across public, private and community sectors. (E) • Extensive experience in managing contracts throughout their lifecycle, from procurement and negotiation to implementation and performance monitoring. (E) • A knowledge and appreciation of the issues facing local government and the public sector and an ability to bring leadership skills to address these issues. (E) • Corporate and service issues affecting local government. (E)
Experience Experience the person would need to do the job. (E) Essential (D) Desirable	<ul style="list-style-type: none"> • Leadership and management experience in a public sector organisation or one working with the public sector. (E) • Public Sector procurement including facilitating training and expert advice, examining, advising on and negotiating contracts and using appropriate tools e.g., Contracts Finder. (E) • Significant experience of project planning and project management. (E) • Direct experience of procurement services. (E) • Evidence of recent achievement and success in a management role delivering procurement projects. (E) • Leading and motivating a diverse team of staff to a high level of achievement. (D) • Experience of preparing, managing and controlling budgets and capital programmes and the deployment of resources to achieve corporate objectives. (D) • Improving performance, delivering results and establishing a strong performance culture which is customer focused, quality driven and allows objective measurement of outcomes. (E) • Working successfully in partnerships and building strong relationships with government, public agencies, private sector, voluntary bodies, statutory and non-statutory bodies. (D) • Experience of working in a procurement role to deliver against political priorities. (E) • Experience of improved outcomes through the development and delivery of procurement strategies. (E) • Experience of interpretation of procurement legislation and policy. (E) • Experience of undertaking data and trend analysis to inform effective decision making. (E) • Strong work ethic with the ability to work in a team but also manage own workload. (E)
Skills and Abilities	<ul style="list-style-type: none"> • Influencing and persuading skills particularly to generate “buy-in” and commitment to shared solutions. (E)

<p>Specific skills the person would need to do the job.</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<ul style="list-style-type: none"> • Agile thinking and the ability to establish and prioritise tasks and objectives to make effective use of time and resources. (E) • The ability to lead and manage a range of projects, initiatives to successful outcome. (E) • The ability to drive maximum value / performance from the Councils resources and potential resources. (E) • Ability to provide visible and motivational leadership to staff and stakeholders to ensure that political priorities are understood. (E) • Personal resilience with the capacity to cope with ambiguity, uncertainty and pressure whilst maintaining a sense of perspective. (E) • Comfortable operating in an environment of change, adept at managing change and influencing others to achieve the Council's outcomes. (E) • Ability to drive high quality, high performing services. (E) • Personal commitment to continuous improvement and the development of others. (E) • Excellent analytical and creative problem-solving skills, with an ability to cut through to the root cause of an issue, including an ability to analyse, calculate and manage risks. (D) • Effective contract, programme and project management skills. (E) • Understanding of the relevance of strong governance, financial and performance regimes. (E) • Giving clear, balanced advice and guidance and exchanging information to both internal and external customers. (E) • Clear and concise written and spoken communication skills. (E) • Able to make effective and timely decisions. (E) • Able to take a one Council approach and work effectively with other managers in the Council. (E) • Ability to present written information in a structured and balanced way appropriate to the needs of the reader. In addition, able to present confidently to a broad range of people. (E) • Good digital skills and the ability to work effectively remotely. (E) • Able to challenge and debate market evidence, valuations and investment opportunities. (E) • Ability to work independently on their own initiative but to tight deadlines but also be able to work collaboratively to support partners and internal service leads. (E)
<p>Decision Making and Impact on Others</p>	<ul style="list-style-type: none"> • The ability to understand and analyse issues, and convey that understanding to others, and to make decisions based on imperfect information. (E)

<p>What impact the reasons made by the post holder would have on others across the Council</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<ul style="list-style-type: none"> • Enables others to perform and models the behaviour expected of others. (E) • Leads staff to enable things to happen by delegating appropriately providing development opportunities and support necessary for staff to achieve their goals. (E) • Embraces and embodies our values ensuring they are evident in the treatment of others. (E) • Embraces new situations and responds positively to change. (E) • Adjusts their interpersonal style to respond to the needs or preferences of others. (E) • Support the development and delivery of procurement schemes, including securing internal and external funding. (E)
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job.</p>	<ul style="list-style-type: none"> • The service's customers will be a strong mix of both internal and external. The post holder will be required to work and influence customers (and partners) to ensure the Council's procurement are optimally utilised and where income is to be generated that the maximum return is achieved. • The service will work closely with many (probably all) of the council's internal services and a number of external customers to ensure the effective management of the Councils procurement requirements. Further, the service will have to proactively support the council in the achievement of its core values and in an environment of continuous improvement. • Focus of this role in their team, other teams or across the council: <p>Internal customer contact 30%</p> <p>External customer contact 70%</p>
<p>Personal Attributes and Other Requirements</p> <p>Personal Attributes and Other Requirements the person would need to do the job.</p>	<ul style="list-style-type: none"> • Able to demonstrate a track record of success in leading, mobilising deploying, motivating, developing and inspiring a team. • Passion for procurement improvement. • Adaptability to changing procurement landscapes. • Ability to gain the confidence of partners, colleagues and employees and establish positive relationships with elected Members which generate mutual confidence and respect. • Willing to travel and work unsocial hours. • Be a good team worker demonstrating loyalty and commitment to the organisation and team members.
<p>HDC values</p>	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p>

	<p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.