**Job Advert**

**This is a Brighton and Hove sovereign role and is a full-time position.**

Interviews will be conducted in the week commencing the 13th September 2021.

Given the current Covid-19 Pandemic special arrangements will be made with respect to Interviews ensuring a safe interview process and equality of access for all participants.

Are you looking for an opportunity to develop a career in procurement and help deliver on Brighton and Hove City Councils (B&HCC) Social value and Sustainability ambitions?

This role is based in the B&HCC Orbis Procurement Team and will be responsible for embedding Social Value and Sustainability in commissioning and procurement processes.

Orbis is a shared services partnership between Brighton and Hove City Council, East Sussex County Council, and Surrey County Council. Overall, the councils spend around £1.5bn with external suppliers for everything from software to social care services and from cleaning products to sports equipment, we have a large Procurement Service which supports customers to deliver better value from our contracts embed Social Value and sustainability in all our commissions and ensure we source our contracts in an open, fair and transparent way.

Brighton and Hove City Council is seeking a Social Value and Sustainable Procurement Manager to support the Corporate Procurement Team, and Council client departments to embed and monitor Social Value and Sustainability within all its procurement processes. We are seeking a self-motivated, reliable, and hardworking individual who is passionate about Social Value, Sustainability and making a positive difference in public service.

The Social Value and Sustainable Procurement Manager will work closely with B&HCC Councillors, Directors, and the Head of Procurement to further develop the Social Value and Sustainable Procurement Strategy and related policies and documents, focusing on specifically on B&HCC requirements and implementation in B&HCC. Within Procurement you will be an internal expert on Social Value and Sustainable procurement and ensure policy implementation and compliance. You will also engage with other Council departments, such as Finance and Commissioning, to ensure Social Value and Sustainability is considered at an early stage of decision making. You will work closely with the Council's Sustainability team and the Energy and water manager to develop an appropriate approach to supplier emissions data collection processes and ensure robust reporting.

The Council is undergoing a period of unprecedented change and this role will be an important part of the ongoing transformation through the adoption of Social Value and Sustainable/Circular Economy commissioning and procurement principles and helping to deliver our commitment to becoming a Carbon Neutral City by 2030.

The successful candidate will be organised, have excellent communication and persuasion skills, be a good problem-solver and will focus on delivery. They will also have extensive knowledge of Strategic Procurement and providing procurement support, the right candidate will also have knowledge of Social Value, Sustainability, and Circular Economy principals.

This is an exciting opportunity to develop a professional procurement career in a team that provides a great working environment where you are supported and given a platform to develop. In this role you will be supporting the Corporate Procurement department and working with a varied client base across all directorates at Brighton and Hove City Council, driving Social Value, Sustainability within commissions across directorates.

Working in Procurement at Brighton & Hove brings with it a range of benefits that people in our small team enjoy, including working with.

* a diverse, gender-balanced and truly international group. Our staff come from all over the world, including the UK, South Africa, Australia, Italy and Ireland.
* a friendly group of colleagues who encourage a flexible workplace and maintaining a work life balance. Our staff work full time, work part time, have kids and don’t have kids. We have passionate gardeners, readers, cyclists, and musicians!
* a team that develops its staff. 4 out of our 5 current managers were once recruited into entry level positions. Through the support of the team each has progressed into more senior roles in the Council.

**Job Introduction**

**Are you looking for an opportunity to build a career in Social Value and Sustainable Procurement?**

We are recruiting for a Social Value, Sustainability Procurement Manager to join our Strategic Procurement Team. This team provides direct localised support to our customers in Brighton and Hove, providing expertise on tendering activity and contributing to the delivery of service objectives, Social Value, Sustainability, Savings, and other benefits. We work closely with the Strategic Procurement Teams in East Sussex County Council and Surrey County Council, sharing knowledge, expertise, and resource to best service our customer’s needs.

The role requires you to use your Social Value and Sustainability procurement experience to lead on defined projects across a range of category areas, to help drive Social Value and Sustainability within procurements to secure the goods, works and services that most appropriately address the identified needs of our customers, residents and partners.

This is an exciting opportunity to enhance your professional Social Value and Sustainability procurement career in a team that provides a great working environment where you are supported and given a platform to develop.

We are looking for people who have:

* Experience of delivering Social Value and sustainability effectively within innovative procurements, whilst helping deliver value for money and strong commercial outcomes
* Experience in building strong stakeholder relationships
* Great communication skills
* The desire to contribute to providing high-quality public services
* Are committed to delivering great customer service
* Are pro-active, show initiative and offer innovative ideas for improvements
* Are able to plan and organise their work effectively
* Want to contribute to providing high-quality public services across the South-East

Previous experience in delivering Social Value and Sustainability in public sector procurement is not essential and we welcome applications from experienced procurement professionals from other sectors. The successful candidate is expected to be aware of the implications of working within a public sector environment and how this affects purchasing strategies and practices

**COVID-19 update**: The role is traditionally based at Hove Town Hall or Bartholomew’s House in Brighton. Please note that Brighton and Hove Council is currently following the Government’s advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely to begin with, until the Council makes any changes to these working arrangements.

If you have any questions regarding this position, please email:

[James.Breen@brighton-hove.gov.uk](mailto:James.Breen@brighton-hove.gov.uk)

How to apply

If you would like to apply, please use the links below to submit your CV and responses to the branching questions.

The job advert closes at midnight, Sunday 5th September 2021.

Interviews will take place week commencing 13th September 2021.

For internal candidates please speak with your line manger before applying.

**Job Details**

**Additional Information**

Your starting salary will be pro rata if the above position is part-time or term-time only.

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Visas and Immigration (UKVI) Points-based Immigration System.

For more information, please find a full job description attached to the bottom of this advert.

Additional Information:

From flexible working to job sharing (where possible) we are committed to providing a healthy work life balance. A laptop and mobile will be supplied if applicable to your role. You will benefit from 23 days annual leave, rising to 25 days after 5 years' service, a generous local government salary related pension. For more information about the wide variety of benefits you can take advantage of please visit Mystaffshop for Brighton & Hove City Council staff.

Brighton and Hove City Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We want to be an inclusive and diverse employer of first choice reflecting the community we serve and particularly welcome applications from all under-represented groups.

**Company Information**

**Our Values**

Our values are what support our vision, shape the culture and are crucial in delivering our corporate strategy, they are Respect, Collaboration, Efficiency, Openness, Creativity and Customer Focus.

The post’s focus is on developing and managing Social value and Sustainability compliance being delivered in Procurement Commissions. The post will identify opportunities for the strategic development of Social Value and Sustainability in Brighton & Hove City Council (B&HCC), and it will support and drive the progression and delivery of these through the Councils Social Value framework and Sustainability Procurement Policy. The post will lead on behavioural change initiatives related to Social Value and Sustainability across the Council. The post also leads on the day-today management and review of the corporate business continuity plans and their connection to the Councils Social Value framework and the Sustainability Procurement Policy.

**MAIN DUTIES/RESPONSIBILITIES**

**Strategy and Policy**

* To lead on the formulation and updating of the Councils Social Value framework and Sustainability strategies and policies for B&HCC, e.g., Social Value framework, Sustainability Procurement Policy. The creation and successful adoption of these policies will require a significant amount of engagement with internal stakeholders to ensure that the needs of all services are met.
* To lead the development and operation of the B&HCC Social Value and Environmental management systems including setting standards.
* Lead the engagement with other public, private, third sector and industry organisations across the City to design a collaborative City-wide approach to Social Value, and Sustainability in Procurement commissions.
* Regular reporting to Procurement Advisory Board (PAB) on Social Value and Sustainability targets, legislation, and issues.
* Regular Supplier training sessions for Voluntary Sector organisations and Local SME’s on how to bid for council contracts and share subject matter intelligence on how to build Social Value and Sustainability into supplier tender responses.
* Monitoring and reporting of Carbon Footprint reduction targets to City Council Members by liaising with client departments such as City Services, City Parks, Transport, Housing, Social care etc.
* Providing strategic input to relevant tenders, working closely with commissioners and Strategic Procurement Managers.
* Support the Strategic Procurement team in implementing the B&HCC Social Value Framework and Sustainability Procurement Policy in line with Procurement Standing Orders to enable the tracking and measurement of benefits secured through external spend.
* Work with internal and external Communications teams to promote awareness and increase participation on the Social Value Marketplace, and to Promote Social value and Sustainability in all Commissions across the City Council.
* Lead on the development of our approach to engagement with our local supplier base; working with local networks such as Brighton and Hove Chamber of Commerce, Coast to Capital Local Enterprise Partnership, Brighton and Hove Economic Partnership, Universities, Local NHS Trusts, and Hospitals, etc.
* Maintain Project Management procedures, and associated documentation templates including: Maintaining systems to plan, track, monitor and report on the Social Value delivery Sustainability and Carbon reduction targets on commissioned contracts. To maintain a library of Social Value and Sustainability procurement information and manage master copies of all library information
* Identify and report on possible areas of risk to successful implementation of Procurement commissions and work with stakeholders to formulate mitigation strategies. Keep relevant stakeholders fully briefed though a robust communication of plans, on progress of the projects, highlighting challenges at an early stage and making recommendations regarding remedy solutions.
* Ensure that appropriate systems and procedures are in place to support delivery of Social Value and Sustainability in all B&HCC procurement commissions.
* To support the implementation by B&HCC and its agents of agreed Social Value and Sustainability Environmental standards.
* To ensure B&HCC is compliant with Social Value and Sustainability/Environmental legislation.
* To compile and manage records of each Social Value and Sustainability/Environmental initiative operated by B&HCC.
* To work with B&HCC Sustainability team and client department staff, consultants and others to introduce and maintain Social Value and Sustainability/Environmental management information.

**ISO 14001, ISO 26000 and Brighton & Hove City Council**

* To manage ISO 14001 processes and systems. To prepare and review documentation and undertake internal B&HCC audits to prepare the organisation for ISO 14001 external assessments.
* To manage ISO 26000 processes and systems. To prepare and review documentation and undertake internal B&HCC audits to prepare the organisation for ISO 26000 external assessments.
* To work with Procurement officers, Client officers, other officers and consultants to maintain ISO 14001 and ISO 26000 accreditation.
* To assist with the introduction and maintenance of effective Social Value requirements and ‘green housekeeping’ and operating practices throughout B&HCC. This to include the operations of B&HCC contractors, concessionaires and partners including the delivery of contracts, e.g., landscape maintenance and the operation of major events and catering concessions.
* To assist managers with the investigation of environmental incidents, non-delivery of Social Value commitments and make recommendations and seek subsequent improvements/changes to contract management systems.

**Projects and Initiatives**

* To own the development and delivery of the Social Value Framework and Social value guide, Sustainability Procurement Policy working with B&HCC Sustainability programme officer and client departments, and specialists across the organisation to drive Social value and sustainability initiatives across all the council’s business areas.
* To formulate an investment programme for reducing energy consumption and environmental pollution, working with Council departments, and partnering agencies to help deliver a Carbon Neutral City by 2030.
* To provide a consultancy service for Client departments/Project teams within B&HCC offering advice and assurance on achieving best practice on embedding Social value and Sustainability/Environmental practice within all commissions/procurements.
* To seek opportunities for external funding for Social Value and Sustainability initiatives, submit grant applications, manage grants, and be responsible for reporting, monitoring and evaluation. To be alert to opportunities for fund raising for Social Value projects and Sustainability projects and apply for funds from grant and other providers

**Communications/Partnerships**

* To lead on communications on Social Value and Sustainability/Environmental procurement activities.
* To promote Social Value and Sustainability/Environmental awareness across B&HCC and its agents.
* To assist the B&HCC Assistant Director - Education & Skills with education outreach, and the Head of Communications with publicity, behavioural change and interpretation initiative relating to Social value and Sustainability within the remit of procurement.
* To promote B&HCC in the field of Social Value and Sustainable procurement good practice.
* Provide responses on behalf of B&HCC to consultations and external policy reviews.
* Develop partnerships and relationships with relevant organisations.
* To work with consultants and partners, such as Local Authorities and recycling organisations, to develop energy and waste reduction programmes, and to work with local authorities and other agencies to promote Social Value and Sustainability initiatives.

**Business Continuity**

* To lead on the review of B&HCC business continuity plans and to update these as required.
* To engage and co-ordinate with B&HCC staff and stakeholders on the testing and delivery of B&HCC business continuity plans.

**General**

* To be aware of his/her responsibilities as described in the B&HCC Health & Safety Manual and summarised in the Health & Safety Handbook and in particular to implement the policy in their area of responsibility.
* To ensure that Health & Safety issues receive the same priority as other management tasks.
* To undertake other related duties as appropriate.

**PERSON SPECIFICATION**

***COMPETENCIES / SELECTION CRITERIA Essential/Desirable***

* A qualification at degree level in a relevant discipline e.g., environmental sciences

combined with broad experience of undertaking environmental management and

improvements in public and/or private sector operations. **D**

* A sound understanding of technical matters relating to environmental management

and the public sector and of the opportunities for improvements. **E**

Membership of an appropriate professional institute e.g., Institute of Environmental

Management and Assessment. **D**

* Ability to establish and manage effective networks and team working both within

and outside B&HCC, including motivating and training. **E**

* Ability to think creatively and to use initiative to solve problems in potentially

variable and diverse situations. **E**

* Excellent communication, interpersonal and negotiation skills and able to

communicate well at all levels both within and outside of B&HCC. **E**

* The ability to share knowledge and skills with colleagues (including volunteers) and

to contribute to the development of team skills. **E**

* Able to identify customer needs and to work to improve service delivery. **E**
* Knowledge and experience of energy and utility management and determining the

scope for efficiencies and cost reduction. (Carbon Neutral targets) **D**

* Good understanding and awareness of environmental legislation and factors relating

to managing and improving open spaces. (Social Value) **E**

* A good knowledge and competence in using IT packages, including the Microsoft

Office suite (especially Excel) and prepared to learn new packages as required. **E**

* Able to demonstrate a highly motivated, flexible and innovative approach to work

and produce high quality and accurate work to set deadlines. Show excellent time

management skills and be able to plan and prioritise work accordingly. Able to

organise meetings and visits. **E**