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# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION**

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| **Job Title:** | Social Value & Sustainability Procurement Manager |  |
| **Reports to:** | Head of Procurement |  |
| **Department:** | Finance and Resources |  |
| **Section:** | Procurement |  |
| **Date written:** | 20/04/2021 |  |

**Purpose of the Job**

Brighton & Hove City Council (BHCC) has made a commitment for the city to become carbon neutral by 2030. To support this the council is making circular economy central to the way we work, procure, commission, and deliver our services - which will bring enormous opportunities for our city. Brighton & Hove also benefits from having a very active and thriving 3rd sector with many community organisations, SMEs and individuals committed to the council’s climate and circular ambitions, to growing the local economy and to making the city a better place to live and work. The Social Value and Sustainable Procurement Manager will help to drive forward the council’s ambitions in facilitating a whole city approach to achieving its social value and sustainability ambitions

The postholder will be responsible for embedding social value and sustainability into all council procurement policy documents, purchasing procedures, guidance, service delivery and practices. They will be responsible for supporting knowledge, expertise and capacity across the Procurement team and across the organisation as a whole ultimately to align council services align with SV and sustainability in this to ensure the organisation work closely with relevant B&HCC officers, Councillors, Executive Directors, Heads of Service, Commissioners and the Head of Procurement to further develop the Social Value and Sustainable Procurement Strategy and related policies and documents.

The post holder will ensure Social Value and Sustainability is embedded at the earliest stages of commissioning / procurement decision making.

The Post holder will work closely with the Council's Sustainability team and the Energy and water team to develop an appropriate approach to supplier emissions data collection processes and ensure robust reporting.

**Principal Accountabilities**

1. The role requires the postholder to use their Social Value, Sustainability and Procurement experience to lead on strategy and 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
2. To lead on the formulation and updating of the Councils Social Value framework and Sustainability strategies and policies for procurement in 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
3. To lead on the development and operation of the B&HCC Social Value and Environmental management policies for procurement processes.
4. 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.
5. Regular reporting to Procurement Advisory Board (PAB) on Social Value and Sustainability targets, legislation, and issues.
6. Regular Supplier training sessions for Voluntary Sector organisations and Local SME’s on how to bid for council contracts and share subject intelligence on how to build Social Value and Sustainability into supplier tender responses.
7. Work with the Sustainability Team to develop a target for greenhouse gas reduction in procurement and ways to assess this in contracts with client departments such as City Services, City Parks, Transport, Housing, Social Care. Monitor and report to City Council Members.
8. Providing advice on relevant tenders, liaising with commissioners and Strategic Procurement Managers.
9. 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.
10. 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.

**General Accountabilities**

**Analysis, Reporting & Documentation**

* Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken.
* Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives.

**Customer Service & Support**

* Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity.
* Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards.
* Drive change and embed new ways of working to ensure high quality service delivery and value for money.

**Planning & Organising**

* Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer-term plans for the area to fit broader functional and council strategy.
* Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.

**Finance/Resource Management**

* Contribute to resource and budget planning within own area.

**Work with others**

* Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon.
* Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.

**People Management**

* Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.

**Duties for all**

* Values: To uphold the values and behaviours of the organisation.
* Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
* Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others."

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * 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 * A sound understanding of technical matters relating to environmental management and the public sector and of the opportunities for improvements * Substantial Strategic Procurement knowledge, preferably in a public sector environment * Membership of an appropriate professional institute e.g., Chartered Institute of Purchasing and Supply (desirable) |
| Experience | * Knowledge, experience, and a comprehensive understanding of sustainability issues including climate change, biodiversity, energy and water. * Good understanding and awareness of environmental policy, legislation and factors relating to managing and improving open spaces. (Social Value) * Good understanding, or familiarity, of local and regional environmental context such as The Living Coast Biosphere and the relevance of this to council environmental priorities. * Significant Strategic Procurement experience in a public sector setting * A good knowledge and competence in using IT packages, including the Microsoft Office suite (especially Excel) and prepared to learn new packages as required * Experience of working with a diverse range of stakeholders and contractors, including exposure to the political complexities of a local authority. |
| Skills and Abilities | * Ability to establish and manage effective networks and team working both within and outside B&HCC, including motivating and training * Ability to think creatively and to use initiative to solve problems in potentially variable and diverse situations * 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 * Excellent communication, interpersonal and negotiation skills and able to communicate well at all levels both within and outside of B&HCC. * The ability to share knowledge and skills with colleagues (including volunteers) and to contribute to the development of team skills. * Able to identify customer needs and to work to improve service delivery. * Skills to develop new procurement policies that are effective in practical settings. |
| **Equalities** | The post holder will work inclusively with a diverse range of stakeholders and will promote equality of opportunity.  Can demonstrate a commitment to the principles of equalities and diversity and what this means in practice. |
| **Other Requirements** | Working in public sector procurement requires an appreciation of the political environment in which projects take place and requires you to be able to use your interpersonal skills to negotiate and influence multiple stakeholders both internal and external to the Council. |