

Role Profile

Part A - Grade & Structure Information

Job Family Code	12BF	Role Title	Strategic Procurement Manager
Grade	PS12/LMG2/M8	Reports to (role title)	Head of Procurement
		Directorate	Orbis
JE Band	519-613	Service	Procurement
		Team	Strategic Procurement
		Date Role Profile was created	Jun-18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To collaborate in the development of the strategic procurement plan for a given major spend area (see context), with a two-year horizon. To be responsible for the development of a range of complex tendering and commercial projects within the plan. To obtain support and signoff from Head of Service level. This will involve influencing senior managers across multiple services and Orbis or other partners. Strategic procurement plans will have a strong component of projects which will be delivered jointly across the Orbis partnership, and this will therefore require significant collaboration with colleagues in other partner organisations and beyond.</p> <p>To collaborate in matrix teams with colleagues in the Category and Commercial and Contract and Supply teams to deliver an end-to-end Procurement service for our senior stakeholders at directorate level. To collaborate with the Procurement Programme Management Office to ensure projects are resourced, and that project and benefits delivery are properly monitored and managed.</p> <p>To be responsible for delivery of the strategic procurement plan for the relevant major spend area, ensuring projects are delivered on time and to the right quality, and that there is proper compliance with Procurement Standing Orders and with relevant regulation and legislation. This will include leading large procurement projects to put in place major contracts of 3-5+ years' duration (£50m-£100m) which will often cover more than one partner authority, and ensuring that project delivery and benefits realisation is properly monitored and recorded.</p> <p>To be responsible for driving greater value for money from more effective and innovative procurement across the major spend area, advising senior stakeholders on the most appropriate route to market to deliver a visible impact on service design and strong commercial outcomes.</p> <p>To be responsible for delivery of social value from procurement projects, in line with agreed policy.</p> <p>To lead, coach and motivate a small team of professionals, and contribute to the development of Orbis' service offer to our partner councils as part of the wider management team in Procurement.</p> <p>To represent Orbis at a local or regional level, networking with other public sector partners and industry forums to leverage greater value and insight and promote a strong reputation for excellence.</p>
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<p>Work Context</p>	<p>This role works in the Procurement Service within Orbis, whose partner councils spend a total of £1.3bn a year on goods, works and services. The department provides high quality professional procurement, commercial, contracting and purchasing services to colleagues and customers both within, and beyond, the partner authorities.</p> <p>The strategic procurement plans are developed for three major spend areas (or categories) – Health and Social Care, Assets and Infrastructure and Corporate and Business – and each covers approximately one third of the above external spend across the partnership.</p> <p>Post holders will therefore need to bring substantial expertise and innovation to their role, and will work on regional or local collaborative projects, often as part of cross functional teams.</p> <p>The Procurement Service has offices in the main locations of our partner authorities, and some flexibility and travel will be expected. Staff will be supported to operate in a flexible way to meet the needs of customers and work demands.</p>
<p>Line management responsibility if applicable</p>	<p>This role manages a small team of Procurement professionals and will require matrix management of project teams to across a range of Services.</p>
<p>Budget responsibility if applicable</p>	<p>This role has indirect responsibility for major external spend across the partnership (see context), influencing stakeholders to deliver high quality services at a lower cost.</p>
<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken. • Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives. <p>Service Delivery</p> <ul style="list-style-type: none"> • 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. <p>Planning & Organising</p> <ul style="list-style-type: none"> • 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 organisational strategy. • Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. • Contribute to resource and budget planning within own area.

	<p>Work with others</p> <ul style="list-style-type: none">• Liaise internally and externally at senior levels to establish service requirements and priorities and 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. <p>People Management</p> <ul style="list-style-type: none">• Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints.• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area.• Knowledge of the principles of change management, project management and continuous improvement, and their practical application.• Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness.• Ability to manage budgets and resources to deliver effective support to their area of responsibility.• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.• Comprehensive knowledge of computerised business systems.• Understands how to inspire and motivate others.• Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.• Wide experience in successful leading, coaching, mentoring and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>CIPS Level 5 or equivalent experience required</p> <p>Significant knowledge and understanding of the role of procurement best practice in changing organisations and meeting organisational objectives</p> <p>Good knowledge of category management principles and practice, and experience of deployment</p> <p>Good understanding of Public Procurement Regulations and other relevant legislation</p> <p>Good experience of public or private sector procurement including a sound understanding of standard contract terms and cost analysis/financial principles</p> <p>Commercial awareness and application in significant projects and programmes</p> <p>Understanding of the political context in which the service operates and ability to engage with council members</p>

Role Summary	<p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p>
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