

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	Contract and Supply Specialist
Grade	PS10/SS11/M11	Reports to (role title)	Contract and Supply Manager
		Directorate	Orbis
JE Band	371-438	Service	Procurement
		Team	Contract and Supply
		Date Role Profile was created	May-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 lead or support delivery of a defined range specialist contract and supply management projects at Service/Department level in line with the agreed contract management improvement plan. This will include influencing Heads of Service and other senior managers to gain support and leadership sponsorship. For more complex projects, this will involve working as part of a broader team; for others, this role will take the lead.</p> <p>To provide robust challenge to all aspects of council contract management to deliver agreed outcomes, improved value for money and social value, and to optimise relationships with suppliers and markets.</p> <p>To establish the performance level, delivery and adherence to contracts, taking appropriate action in response to any contractual underperformance.</p> <p>To deliver relevant training and other support to ensure proper compliance with IACCM standards and other policy or regulation, and to encourage a best practice approach to contract management in accordance with the professional framework that is in place.</p> <p>To deliver, or contribute to, the development of effective supply chain management activities within a given Service area, and to the development of local supply markets.</p> <p>To network across the local area and the wider Orbis geography, to share knowledge and gain supply market insight.</p> <p>To collaborate in matrix teams with colleagues in the Category and Commercial and Strategic Procurement teams to deliver an end-to-end Procurement service for project stakeholders. To collaborate with the Procurement Programme Management Office to ensure project and benefits delivery are properly monitored and managed.</p>
Work Context	<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 contract and supply team ensures that all contracts are segmented according to their level of risk, value and complexity. This role supports improvement activities on the Level 1 and 2 contracts, which are worth a total of £325m or around 25% of the total annual contractual commitment of the partner councils.</p> <p>Post holders will mostly work on local projects, but there will be some work as part of cross functional teams across Orbis and other partners.</p>

Line management responsibility if applicable	Will lead matrix project delivery teams in assigned service areas.
Budget responsibility if applicable	This role has indirect responsibility for the spend on contracts within their assigned projects, influencing project stakeholders to deliver greater value at lower cost.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Customer Service & Support</p> <ul style="list-style-type: none"> Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> Plan workloads and secure resources to enable the team/s to achieve a quality service. Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> May assist with budget/resource/funding management in accordance with the council policies and procedures. May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> Operate as an individual responsible for the delivery of a high level and complex service. <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>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines such as HR, finance, law, marketing, communications.• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.• Ability to understand, meet and exceed customer expectations.• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.• Proven ability to manage a range of projects through to completion.• Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public.• Previous management experience including staff supervision, development and organisational skills.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>CIPS/IACCM Level 4 qualification or equivalent experience required</p> <p>Experience of working in a contractual and commercially sensitive environment, building business relationships with contractors/stakeholders</p> <p>Experience in driving contract performance, monitoring and management, and in negotiation</p> <p>Ability to recognise trends or repeated inconsistencies through analysis and sampling</p> <p>Strong commercial awareness and expertise</p> <p>Understanding of the political context in which the service operates</p>
Role Summary	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>

