



Job Title: Procurement, Contracts and Finance Manager	Role Profile Number: ENH163
Grade: S	Date Prepared: May 2021
Directorate/Group: Operations	Reporting to: Head of Asset, Contracts and Finance

Job Purpose

- To be responsible for the quality assurance of the commissioning of services, contracts and financial monitoring within Operations ensuring a culture of operational excellence, focusing on innovative ways of working that both enhance the service and reputation of the Council ensuring our residents remain at the heart of everything we do.

Key Accountabilities

- To lead, direct and develop a team to coordinate and support the commissioning and procurement of works and services across the operations department in response to service needs.
- To develop, manage and monitor a centralised departmental list of contractors and suppliers for works and services across the operations department and ensure an inclusive and diverse mix of local, regional and national companies ensuring that asset value is optimised and contractual arrangements deliver the best value for customer/user
- Ensure that all contracts and Service Level Agreements (SLA) for works and services across the operations department are tendered and procured in accordance with the council’s contract standing orders and financial regulations and in line with any relevant national/international legislative guidelines.
- Ensure that effective contract management, monitoring and reporting processes and procedures are in place and adhered to leading to effective performance management of all contracts.
- Be an active and effective member of the Operations team working co-operatively with the head of service and colleagues on all matters of Operations and business development.
- In accordance with the provisions of the Health & Safety at Work Act 1974 and the management of Health & Safety at Work Regulations 1999, you must take reasonable care so as not to endanger yourself or other persons whilst at work.

- You must cooperate with the Council to enable it to comply with its statutory duties for Health & Safety.
- You must ensure that you undertake responsibilities relating to your position as detailed within your Directorate Health & Safety Policy.
- Assisting in the appointment of staff to roles within the directorate and terminating employment as required in adherence with the Council's policies and procedures.
- Effectively implement and adhere to the Council's policies and procedures ensuring your team are also compliant
- Effectively manage and control service budgets, staff, equipment and other relevant resources that may be allocated.
- To undertake any other duties that may be accommodated within the grading level of the role as required including the ability to undertake site visits if required
- Able to work to tight deadlines and conflicting demands whilst demonstrating a strong commitment to quality, customer care and service delivery
- To work in conditions which may at times be unpleasant and require conflict resolution
- To promote and undertake locality and partnership working and liaise with other local authorities/agencies to develop and maintain best practice
- To provide evidence to the Police and Judiciary in respect of relevant issues and attending Court as a witness on behalf of the Council, as required
- Giving specialist and general advice to local Councillors and Members of Parliament as required.
- Producing policies, standard letters, written reports, presentations and form templates as required.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Proven leadership skills with the ability to lead, direct and develop direct reports
- Substantial experience of legislation and regulations within procurement

Qualifications

- Degree level qualification in Leadership and Management or equivalent compensatory experience

Decision Making

- Can make effective decisions quickly and will act upon own initiative in order to resolve problems
- Shows creativity in using resources to deliver cost effective services
- Has proven results obtained through team work and individual effort
- Accountable for the successful operational delivery of the services
- Ability to make procedural decisions within contexts of national legislation and regulations, council standing orders and guidelines

Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve the quality of work of the team

- Identifies creative solutions to Council-wide issues and takes action to address them
- Shows creativity in using resources to deliver cost effective services, looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership to maximise and enhance the benefits for the wider community

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Direct reports number approximately 10 <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Prioritising tasks to deliver quality assurance of the commissioning of services, contracts and financial monitoring within Operations. 	<p>Budget Holder:</p> <p>Responsibility:</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Monitoring of a budget in excess of £10m.</p> <p>IT equipment and mobile working devices.</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Demonstrable abilities both as a manager and member who enjoys a good working relationship with colleagues at all levels.
- Possess highly developed interpersonal skills and is able to adapt approach to a wide variety of customers including Members, other directorates, external and internal customers, community members and other bodies that interact with this role.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Key Features and Supplementary Accountabilities

- Experience of using ICT as an analytical and management tool.

- Experienced and able to deal with ambiguity and the pace of change within local government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks
- To maintain up to date professional knowledge.
- To deputise for the Head of Contracts, Assets and Finance when required to do so

Employees Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	