



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Procurement Officer	Role Profile Number: C0015
Grade: R	Date Prepared: August 2020
Directorate/Group: Finance & Assets	Reporting to: Procurement Manager
Structure Chart attached:	No

Job Purpose:

To provide effective strategic procurement leadership, decision making, expert technical advice, commercial support and experience to Council wide teams to achieve best value supply solutions, maximise value for money from on-going contract spend and effectively manage risk and exposure on the Council's £250m annual revenue expenditure, £50m annual Housing Revenue Account expenditure and the £400m current Capital programme (total £700m).

To work in strict accordance with statutory duties relating to Best Value, and Public Contract Regulations as well as international trade agreements/competition laws and local Standing Orders relating to contracts.

Key Accountabilities:

- To provide effective and appropriately scaled procurement leadership and Best Practice advice across the Council on services being taken to market to ensure that value for the Council is maximised; objectives for the services to be delivered are met whilst effectively identifying and managing risk and exposure.
- To provide commercial leadership, management and expertise to Commissioning and Operational teams in taking high value/high risk requirements to market including major service externalisation projects, advising on appropriate and effective procurement strategies and legal requirements to stimulate vendor performance management and drive service improvements throughout the life of the contract.
- To ensure that the procurement, commissioning and contracting processes are streamlined, simple and designed to really enable outcomes to be delivered as quickly, efficiently and effectively as possible across the Council's Revenue, Capital and Housing Revenue expenditure (£700m).
- Support Senior Commissioning and Operational Officers by being the key facilitator in resolving complex issues between suppliers and stakeholders, assuming the role of

negotiator as required, to achieve a 'win-win' outcome for the relevant parties by creating and/or enabling commercially sustainable outcomes.

- Review, maintain and update the Councils procurement toolkit to ensure it is fit for purpose for a self-serve operating model, having first assessed and discussed any significant implications of changes to legislation within the wider Procurement and Legal teams. To communicate significant changes to the wider business to ensure continued delivery of value for money and that teams continue operating in line with Standing Orders and all relevant legislation. This is critical in helping to ensure legal compliance on the Councils total expenditure is achieved and maintained.
- Responsible for ensuring effective and compliant procurement advice is given on all tendering and contracts. Failure by the Council to adhere to the relevant procurement legislation could result in fines and financial remedies totalling in excess of £20m.
- To prepare and draft reports for submission to Corporate Management Team, Cabinet, and as required for any other Committees in relation to the activities undertaken within this job profile ensuring a right first time approach.
- To provide tendering support activities to the Councils key programmes of work including developing Commercial options, market analysis, designing routes to market, navigating the SBC Gateway process, building compliant evaluation models, structuring contracts and managing the tendering process.
- To provide effective support as necessary to the wider Council in any legal proceedings related to procurement or contracting decisions.
- Provide effective maintenance and management of the Corporate Contracts Register, the Procurement Authority Documentation and legislative Transparency Publication requirements.
- Support Commissioning and Operational teams to develop their understanding of procurement policies, risks and implications of non-compliance with legislation, including statutory duties including through the delivery of effective Council wide education and training programmes for procurement related topics.
- To act in the capacity of 'System Administrator' in providing effective management and monitoring of e-tendering systems, to include the design and implementation of workflows, procedures and manuals.
- To work in partnership with critical functions within the Council, including senior contract lawyers and external advisors, providing commercial and procurement advice and support across the business, to maximise value for money on contracts and minimise risk and exposure.
- To support soft market testing activities for strategic high value projects that inform strategic commissioning decisions and budget shaping.
- To prepare, assess and interpret financial data (e.g. spend analysis, rate cards) to enable efficient and effective decision making, resulting in added value to the business.
- Lead/support collaborative initiatives across Public Sector organisations to deliver best value outcomes for the Council as necessary. This includes liaison with Cabinet Office Representatives as necessary.
- Promote the application of Social Value (including economic and environmental considerations) for appropriate contract opportunities.

Knowledge and Experience:

- Degree level qualification achieved in Procurement and Supply Chain Management, Member of the Chartered Institute of Purchasing and Supply (MCIPS) NVQ Level 6 (UK).
- Experience of strategic, critical supplier management, delivery of successful commercially sustainable outcomes and managing supply markets.
- Extensive experience of working in a senior procurement role within a large Public/Private sector organisation with significant supply market expenditure.
- Experience of working on major strategic procurement / outsourcing projects and facilitating commercially sustainable outcomes.
- Demonstrable commercial acumen and professional credibility.
- Experience of negotiating and working collaboratively with a diverse range of internal departments, external partners, agencies, government departments and other local authorities.
- Good understanding of performance and risk management processes and influencing stakeholders to mitigate the risks.
- Excellent knowledge and interpretation of all procurement legislation including the various process options to ensure stakeholders and suppliers achieve their desired outcomes within the law.
- Excellent knowledge and understanding of the wider policy context related to procurement to enable effective autonomous decision making regarding procurement.
- Experience of procurement strategy and policy development and execution.
- Strong interpersonal skills, including the ability to persuade and influence at a strategic level, and maintain the confidence and trust of senior management teams.
- Experience of establishing and using public and private benchmarking data to improve services, and of building relationships with external customers and partners.

Decision Making:

- Daily decision making on re-prioritisation of workload, liaising with the Procurement Manager as necessary, to enable best overall outcomes for the Council.
- Make decisions on supply sourcing strategies in compliance with statutory duties and SBC Contract Standing Orders and to authorise supplier selection for high value contracts.
- Make decisions to approve or reject proposals that may not be compliant or achieve value for money.
- Make decisions on the sufficiency of evidence provided to either approve / reject exemptions to the standard procurement procedures by applying wider policy context knowledge and duties (e.g. Best Value).

Creativity and Innovation:

- Must be able to operate and think creatively and independently and to take responsibility for decisions and actions.
- To provide creative solutions in working with Commissioning, Operational and Enabling teams to develop strategies for driving additional value and/or savings from contract and purchase spend.
- Undertake detailed analysis of procurement case law to shape strategic decision making, in particular with the development of risk and reward options.
- To create innovative solutions to supply chain challenges e.g. finding compliant solutions to urgent high value requirements, creating the conditions for effective collaboration, carbon reduction/neutral contracts etc.
- The development and implementation of innovative Procurement tools and procedures such as Dynamic Purchasing Systems.
- To provide creative solutions to novel commercial issues at the daily commercial surgeries.

Job Scope:

- There is no direct line management responsibility for this role. The job holder is expected to provide significant peer support to senior commissioning managers/colleagues, by providing important education and training programmes to ensure a high level of commercial maturity across the Council.
- The job holder allocates instructions and various tasks to senior commissioners to ensure compliance with procurement procedures.

Budget and resources:

- The job holder has no overall budget responsibility but has authority to approve/authorise/reject the procurement compliance for contract awards and contract variations made through procurement activities on the Council's £250m annual revenue expenditure, £50m annual Housing Revenue Account expenditure and the £400m current Capital programme (total £700m).

Contacts and Relationships:

- Working closely together, improving connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Provide specialist professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.

- Support and guide colleagues and stakeholders on issues relevant to strategic Procurement and Commissioning using the most efficient and effective form of communication.
- Maintaining excellent relationships with external providers, other contracting authorities, and central Government bodies including representatives from the Cabinet Office. This may include attending various collaboration events and providing effective contributions to regional partners or central buying consortia.
- Work closely with both internal and external legal advisors and consultants on issues related to procurement and commissioning.
- To build, develop and maintain effective working relationships with key suppliers, in particular when supporting commissioners through complex supply chain issues and negotiations.
- To ensure ethical procurement and commercial decisions and business relationships are maintained to the highest standards.
- Attend committee meetings as necessary and to respond to member enquiries related to Procurement activities.

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

Other Key Features of the role:

Please describe other elements of the job not already referred to in the role profile. This might include working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury.

The job holder will often have to work to strict deadlines having to complete a series of complex task within compressed timescales.

The job holder may have to hold difficult and challenging conversations with suppliers who are unsuccessful for major strategic projects.

Please add the names of the employee(s) that do the job and their line manager.

Employee:	Employee name:
Date:	
Line Manager:	
Date:	