

Job Title: Procurement and Contracts Officer	Role Profile Number: SBC_11676
Grade: Q	Date Prepared: 21/10/2019 Updated: 26/01/2023
Directorate/Group: Children’s Services / Children’s Social Care Commissioning	Reporting to: Strategic Commissioning Manager (CLA & Permanence)
Structure Chart attached:	No

Job Purpose

- To source independent service providers for Children’s Services (specifically Children Looked After and Disabled Children’s Teams) which deliver services through a tendering or grants process working closely with the Strategic Commissioner to ensure that the Directorate’s service needs are adequately met and contracts are let in accordance with the Public Contract Regulations 2015 (and/or any future regulations as appropriate). The role will also involve contract management, monitoring and reviewing provider performance including analysing and negotiating fees.

Key Accountabilities

- To work closely with commissioning colleagues within Childrens Services and be creative and innovative when sourcing providers to enable the Council to achieve outcomes, meet need and work with a range of markets whilst ensuring compliance with legislation, standing orders and achieving maximum value for money.
- Provide procurement support and advice as required across a wide, complex and diverse range of contracts to include stimulating vendor performance management and driving service improvements throughout the life of the contract.
- Provide tendering support activities to the Councils key programs of work to ensure key timescales are adhered to. This includes 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.
- With assistance from the corporate procurement team where necessary, undertake tendering of services including producing the relevant tender documentation, evaluating tender submissions, in conjunction with other key stakeholders and the Strategic Commissioner to award contracts.
- Take responsibility in relation to formal contract negotiation, which includes detailed specifications relating to cost, volume and quality, and lead on subsequent fee negotiations, in order to ensure that

Children and Young People receive good quality services.

- In partnership with the Social Workers, Placements/Brokerage Team and Contracts Officer monitor the performance of service providers, ensuring compliance with contractual and specification terms, in order to ensure that the Directorate receives a cost-effective service and addresses service / standard shortfalls with provider management. This will include capturing the views of Children and Young People and visits to establishments.
- Contribute to the annual commissioning intentions for the whole children & families population, working with the relevant Strategic Commissioner and other commissioners across Childrens and Adult Services
- Support provider and user workshops and forums to include the production of relevant material as agreed with the Strategic Commissioner. These forums will also be the arena for delivering key messages to stakeholders, receive feedback from providers, gather market intelligence and create and/or enable 'win-win' commercially sustainable outcomes.
- Ensure that proposed procurement and contracting processes are streamlined, simple and designed to really enable outcomes to be delivered as quickly, efficiently and effectively as possible across Childrens Services spend.

Supplementary Accountabilities

- To maintain a safe working environment in accordance with the provisions of the Health and Safety at Work Act and the Health & Safety at Work Regulations 1999 (or any amendment thereof) you must take reasonable care so as not to endanger yourself or other persons whilst at work.
- Ability to work to tight deadlines and prioritise conflicting demands whilst demonstrating a strong commitment to quality, customer care and service delivery.
- Be an active and effective member of Children's Services working co-operatively with colleagues at all levels on all matters of the service area's business and working to add value to, and be a valued member of the team.
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.
- No specific budget responsibility but responsible for ensuring effective procurement advice is given on contracts and external spend.

Knowledge & Experience

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

- Excellent knowledge and interpretation of UK procurement legislation including the various process options to influence stakeholders and suppliers to achieve their desired outcomes within the law, including the use of the 'Light Touch' regime

- Previous experience of partnership working and provider relationship management.
- An awareness of the main legislative framework within Childrens Services.
- Experience of working on procurement / outsourcing projects and maximising value for money
- Experience of strategic delivery of successful commercially sustainable outcomes and managing supply markets.
- Experience of negotiating and working collaboratively with a diverse range of internal departments, external partners, agencies, government departments and other local authorities.
- Good general understanding of performance and risk management processes and influencing stakeholders to mitigate the risks.
- Ability to keep up-to-date with new and relevant legislation
- Highly organised, innovative, articulate with excellent verbal and written communication skills and demonstrable commercial acumen and professional credibility.
- Good numeracy skills and use of MS Office and in particular Excel together with the use of electronic portals/databases.
- Ability to quickly assimilate SBC policies and procedures surrounding the contracting process and to understand the pressures of purchasing
- Able to use own initiative, think laterally and to take a problem-solving and project management approach to support the purchasing of services
- Ability to work in a fast paced environment

Qualifications

- Specific qualifications in Procurement and/or Commissioning (or significant compensatory/equivalent experience in the Procurement of Public Services) is required
- Degree level education is desirable but not essential
- Candidates working to complete a relevant professional qualification in this field will also be considered provided they meet the role criteria detailed above

Decision Making

- Ability to work under pressure and prioritise own workload in alignment with the demands of the service area.
- Ability to liaise effectively, authoritatively and diplomatically with people at all levels and recognise those issues which may require escalation to the team manager and/or other senior manager.
- Ability to confidently handle challenging conversations and encourage a culture of feedback.
- Ability to analyse quantitative and qualitative information to produce clear reports or other documentation as required, which includes clear evidence-based recommendations
- Ensure ethical procurement and commercial decisions and business relationships are maintained to the highest standards.
- Has corporate and political insight and consideration.

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

- Due to the nature of the work and in accordance with the demands of the post the post holder may be required to work outside of normal office hours from time to time for which time off in lieu of payment may be taken at a time to be agreed with the line manager. Overtime will not be paid.
- The post holder will be required to maintain strict confidentiality in relation to individual children and young people and must accept that he/she may come in to contact with information which he/she may find distressing. This post may be subject to a DBS check.
- The post holder will need to have a valid driving licence and access to an appropriately insured vehicle, as face-to-face visits to providers (and associated facilities such as activity centres, children's homes and offices) will be required.