



Role Profile

Job Title: Procurement & Contracts Officer – SEND	Grade/ Level: Q	Post Number: SO
Directorate: Commissioning	Job Family: Children’s and Adults	Date Prepared: 21/10/19

Role reports to: Head of Service SEND

Job Purpose:

To procure and manage contracts relating to Special Educational Needs provisions and travels for Children’s Services 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. The role will also involve procurement, contract management, monitoring and reviewing provider performance including analysing and negotiating fees.

Role Purpose:

- To work closely with commissioning colleagues within SEND to design and implement the specification route to market enable delivery of a range of high quality, value for money services
- Take responsibility in relation to formal contract negotiation, which includes detailed specifications relating to cost, volume and quality, for the Directorate, Swindon CCG and external suppliers, and lead on subsequent fee negotiations, in order to ensure that Children and Young People receive good quality services.
- Monitor the performance of service-providers, ensuring compliance with contractual and specification terms, in order to ensure that the Directorate and the CCG receives a cost-effective service and addresses service / standard shortfalls with provider management.
- 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 value for money.
- 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
- Assess the quality of services for the Directorate, Swindon CCG and external suppliers, through the implementation of a variety of quality assurance measures, including the views of Children and Young People and visits to providers and establishments.

- 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.
- Support the Strategic Commissioner with the implementation of services post award, managing performance and reviewing the quality of the service
- 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.
- To work in partnership with the Council’s corporate procurement team, contract lawyers and external advisors, providing commercial and procurement advice and support across the business, specifically in Commissioning and Delivery, to maximise value for money on contracts and minimise risk and exposure.
- Support Commissioning and Delivery teams to understand procurement policies, risks and implications of non-compliance with legislation and the Council’s Standing Orders.
- To support the Strategic Commissioner in the management of the ‘Business Gateway’ process.

Role Accountabilities:

- To 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, specifically SEND and Travel.
- Make recommendations on supply sourcing strategies and supplier selection in compliance with SBC Contract Standing Orders.
- 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.
- To 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.
- Support Commissioning and Delivery teams by engaging with suppliers and stakeholders as required creating and/or enabling ‘win-win’ commercially sustainable outcomes.
- No specific budget responsibility but responsible for ensuring effective procurement advice is given on contracts and external spend.

Job Scope: No & type of jobs Managed: none

Job Scope:

Budget: None

Assets: None

Knowledge & Experience:

- Previous experience of partnership working and provider relationship management.
- An awareness of the main legislative framework within Childrens Services, specifically SEND and Travel.
- Experience of working on procurement / outsourcing projects.

- Experience of strategic delivery of successful commercially sustainable outcomes and managing supply markets.
- 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 general understanding of performance and risk management processes and influencing stakeholders to mitigate the risks.
- Knowledge and interpretation of EU procurement legislation including the various process options to influence stakeholders and suppliers to achieve their desired outcomes within the law.

Skills and Abilities:

- Ability to keep up-to-date with new and relevant legislation
- Ability to communicate effectively verbally and in writing.
- Team working skills
- Good numeracy skills and use of word processor, excel and database IT
- Ability to quickly assimilate SBC policies and procedures surrounding the contracting process and to understand the pressures of purchasing
- Able to use own initiative and 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

Contacts and Relationships:

- Ability to motivate and influence providers, and gain sign on to initiatives and targets.
- Involvement in multi-organisational forums aimed at promoting development of professional practices, tools and techniques.
- Highly developed inter-personal and motivational skills.
- Supplier Relationship Management and ability to manage poor provider performance

Creativity & Innovation:

- Experience of developing radical solutions to problems, including initiation of strategic savings strategies, supplier rationalisation, supplier partnering, and supplier/contract management.
- Ability to work with providers to meet outcomes and demonstrate high performance
- Ability to understand and use the 'light touch regime' within the Public Contract Regulations 2015 to source providers