

Job Title: Senior Procurement Officer – Operations	Role Profile Number: SBC_11752
Grade/Level: Level 10	Date Prepared: June 2022
Directorate/Group: Operations - Procurement Contracts & Finance Team	Reporting to: Procurement Contracts & Finance Manager
Structure Chart attached:	No

Job Purpose

- To be responsible for the commissioning, procurement, and monitoring of works, goods, services, and other associated contracts within the Operations service area to ensure compliance with the FTS and UK Public Contract Regulations, international trade agreements/competition laws or any regulatory amendment thereof as well as the Council’s strategic and corporate priorities, financial regulations and local standing orders relating to contracts. The role will focus on the procurement of major projects and those projects with high value, high risk, or complex requirements and leading on the procurement of framework agreements and/or dynamic purchasing systems.
- To provide procurement leadership, decision making and technical advice to the Operations service area to achieve best value solutions and maximise value for money whilst effectively identifying and managing risk and exposure.

Key Accountabilities

- To work in partnership and develop effective working relationships with the service area project teams and other internal (and if appropriate external stakeholders) to ensure commissioning strategies are developed with full commercial consideration to deliver best value, outcomes, and efficiencies for all projects allocated for procurement.
- To ensure that all spend on works, goods and services made by the service area deliver best value for Swindon’s residents and enhances the service and reputation of the Council whilst ensuring a culture of operational excellence.
- To have a focus on looking at innovative ways of working and the implementation of innovative procurement practices, policies and procedures that meet current best practice maximising the potential of e-procurement to achieve optimal value, efficiency and cost reduction.

- To advise and motivate teams within the service area to clearly understand the Council's procurement policies, risks and implications of non-compliance with procurement legislation and the Council's own contract standing orders and financial regulations. This also includes raising awareness of specific initiatives such as social value and sustainability etc. which link to securing compliance with the Council's corporate and strategic priorities. Any failure by the Council to adhere to the relevant procurement legislation could result in fines and financial remedies totalling in excess of £20m.
- To deputise for the Procurement Contracts & Finance Manager where necessary in terms of attendance at meetings and the presentation of reports etc.
- Lead and manage the procurement tendering processes on behalf of the service area utilising the compliant tools and systems as prescribed by current procurement policy and guidelines. This includes all aspects of the end to end process from commissioning through to contract management and financial monitoring following contract award.
- Develop the most effective sourcing option for consideration by the designated service area commissioner for specific procurements which align with procurement strategies and corporate priorities. Such options may include the use of single contracts, frameworks and/or dynamic purchasing systems where appropriate.
- Provide specialist advice to all internal stakeholders across the service area. This includes both technical commissioning/procurement and contractual advice.
- Lead on drafting reports in association with the project team for all decisions required for complex and high value procurements projects. This may include the presentation of such reports to commercial surgeries and/or a range of stakeholders as applicable ensuring a right first time approach.
- To coach, mentor, allocate, check and review the quality of the work undertaken by the Procurement Officers and Procurement & Contracts Officers within the team to support colleagues to improve their procurement skills and knowledge.
- Where necessary assist with the rationalising of spend on works goods and services in to single contracts across the service area by procuring such works goods and services collaboratively which will improve value for money in the longer term and/or deliver cashable savings.
- Ensure all contracts are developed to provide clear and robust commercial arrangements, definable outcomes, and measurable key performance criteria which will drive service improvements throughout the life of the contract.
- Undertake analysis relating to planned procurement activities including soft market testing, benchmarking and/or other market engagement activities. This also includes assisting with the production of any data, report or other statistical returns as may be required by any internal or government departments.
- Undertake data analysis of spend on works goods and services and alert the Procurement Contracts & Finance Manager for Operations and/or other managers as appropriate to any potential risks to the Council where such a contract, procurement or other activity may not deliver value for money or where other potential issues may be identified. This includes taking timely action to ensure the Procurement

Contracts & Finance Manager for Operations and/or other managers as appropriate are informed of any potential overspend or other breaches.

- Manage contract review and quality assurance processes in association with all relevant stakeholders to minimise risks from contract failure and ensure any breaches of contract or other contractual issues are addressed with opportunities for rectification.
- To provide support in association with the Council's legal team in any dispute that should arise between the Council and/or any contractor/supplier/consultant including advice on dispute resolution.
- To undertake in-house training and workshops relating to procurement processes to officers within the service area as necessary.
- To arrange market engagement days where appropriate to the projects allocated and present information to potential bidders.
- Attend and contribute to meetings and any conferences as necessary in accordance with the requirements of the post.
- To proactively review and action opportunities for standardisation simplification and collaboration across the service area.
- Keep fully informed about all public procurement and other regulatory changes that may affect the Council's procurement and contractual operations.
- Ensure good performance and continuing service improvement.
- As a member of the Operations team ensure that the organisation's health and safety, equality, diversity and inclusion policies are fully implemented at all times and in all aspects of service delivery and employment.
- Any other duties commensurate with the general level of responsibility for the post. These will not substantially change the nature of the post.

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 the Operations service area 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.

Knowledge & Experience

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

- Extensive experience of working in a senior procurement role within a large Public/Private sector organisation with significant supply market expenditure.
- Excellent knowledge of all legislation relevant to the procurement of works, goods and services and understanding of the required processes and procedures to ensure all procurement activity is compliant with the regulations.
- Knowledge of how strategic procurement techniques can be applied to maximise value for money and efficiency preferably within the local government sector.
- Experience of managing high value, complex or high risk procurement that requires specialist knowledge.
- Knowledge of working across specialist areas such as construction, housing repair/refurbishment works/improvement programmes, fleet and highways would be advantageous.
- Knowledge of using the NEC and JCT suite of contracts would be advantageous.
- Track record of motivating teams and/or other stakeholders to improve their performance
- Experience of developing others through skills transfer and mentoring
- Experience in changing parts of an organisation to be more efficient and effective.
- Experience of contract management/contract monitoring/financial monitoring with a strong focus of achieving best value
- Highly organised, innovative, articulate with excellent verbal and written communication skills and demonstrable commercial acumen and professional credibility.
- Excellent organisational and IT skills – MS office and in particular Excel together with the use of electronic portals/databases.
- Ability to keep up to date with new and relevant legislation.
- Ability to analyse quantitative and qualitative information to produce clear reports or other documentation as required.
- Ability to use own initiative and think laterally at times whilst working to tight deadlines with minimal supervision.

Qualifications

- Degree level qualification achieved in Procurement and Supply Chain Management, Member of the Chartered Institute of Purchasing and Supply (MCIPS) NVQ Level 6 (UK).
- Candidates working to complete a relevant professional qualification in this field will also be considered provided they meet the role criteria detailed above and have equivalent compensatory experience

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.
- Accountable for the successful operational delivery of the services.
- Has proven results obtained through team work and individual effort.
- Has corporate and political insight and consideration.
- Demonstrate trust in others knowing when to support and step back when coaching and mentoring other staff within the team

Creativity and Innovation

- Ability to think creatively in how the work undertaken by the team can be delivered to meet the needs of the wider operational service area
- Seek encourage and recognise ideas, initiatives and improvements to deliver better services and identify opportunities to improve the quality of the work in the team.
- Shows creativity in using resources to deliver cost effective services and develop appropriate solutions to supply market issues.
- Has a focus on looking at innovative ways of working and the implementation of innovative procurement practices, policies and procedures that meet current best practice maximising the potential of e-procurement to achieve optimal value, efficiency and cost reduction.

Job Scope:

<p><u>Job Scope</u></p> <p>Number and types of jobs managed There is no direct line management for this role but there is responsibility for the coaching and mentoring other officers within the team to enhance their skills and abilities.</p> <p>Typical tasks supervised/allocated to others N/A</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>None but has responsibility to deliver procurement activities based around the Housing Revenue Account Budget which is in excess of £50m and other associated budgets across the service area</p> <p>Personal IT assets</p>
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Contacts and Relationships

- The role requires contact with project leads, external suppliers and other professionals and customers as necessary. The post holder must therefore be a team player capable of influencing and working within cross functional teams.
- The role requires the post holder to develop and maintain effective relationships with the above and work in a collaborative manner be self-motivated and flexible.
- Possession of highly developed interpersonal skills and ability to adapt those skills to a variety of personnel that interact with this role ensuring that people at all levels are dealt with confidently, sensitively, and diplomatically.
- To ensure ethical procurement and commercial decisions and business relationships are maintained to the highest standards.

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

- An ability to drive is desirable as the role may necessitate travel to other council buildings/sites for meetings etc.
- There may be a requirement to work outside of office hours on occasions
- The council is adopting a hybrid way of working the position when office based the post holder will be based at Waterside Park , Darby Close, Cheney Manor Industrial Estate, Swindon, SN2 2PN
(adjacent Household Recycling Centre)

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	