



# Nottinghamshire County Council

Job Description			
Title	Department:	Post Ref	
Group Manager, Procurement	Chief Executive		
Job Purpose			
The Group Manager – Procurement is responsible for supporting the Director of Finance & Procurement in the provision of an effective procurement service, preparing and delivering Procurement Strategy for the Council and other clients as agreed.			
Key Responsibilities		Key Accountabilities	
<ul style="list-style-type: none"><li>▪ Lead, manage and monitor all aspects of the group’s performance against agreed targets, ensuring the achievement of appropriate standards. Report to the Service Director as required on levels of performance and action plans for improvement</li><li>▪ Provide appropriate, relevant and timely advice, guidance and information to senior officers and elected members, in accordance with designated service responsibilities</li><li>▪ Lead and manage the delivery of the group’s service and manage employees and budgets allocated for that purpose, in accordance with the County Council’s policies and procedures and the department’s objectives and performance management framework</li><li>▪ Develop budgets and set targets to ensure effective financial performance of the Procurement Centre</li><li>▪ Develop and maintain effective strategic and operational partnership arrangements with and across County Council departments and with external organisations to ensure the provision of best value and service improvements</li><li>▪ Provide positive leadership to the group, leading by example, acting at the highest level of integrity and instilling a clear sense of purpose, priority and direction</li><li>▪ Contribute to the corporate management of the County Council by overseeing the implementation of relevant corporate policies, strategies and standards within the department and by leading or</li></ul>		<p>Lead the transformation and development of the procurement function, ensuring that it is cost effective, is integral to, and supports the achievement of the Council’s strategic aims and objectives, including:</p> <ul style="list-style-type: none"><li>• Designing the procurement vision at a strategic and operational level</li><li>• Providing leadership and direction</li><li>• Supporting the Service Director in the design and implementation of the overall Procurement strategy</li><li>• Implementing and monitoring category delivery</li><li>• Ensuring Best Value at all stages of the category procurement process</li><li>• Developing the core commercial / category procurement teams, and managing development of the Category Management process</li><li>• Ensuring commercial integration across the corporate team and with the council’s wider supply chain, using Category Management as the basis of this.</li></ul> <p>To lead the drive for commercial change and improvement in the Council and its supply chain.</p> <p>Lead the development of a centre of expertise and excellence within the procurement function in line with the framework of Government guidance and legislation with overall responsibility for defining a</p>	



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participating in corporate projects, activities or working groups as requested by the service director

- Assess and manage all aspects of risk in the service area. Provide support and advice as required to ensure wider business continuity and emergency planning
- Deputise for the Service Director as required
- Integrating a commercial approach with commissioning to ensure essential needs are met at an affordable cost
- Leading on work with key suppliers to leverage market knowledge to co-design services for affordability
- Devise and lead the supplier relationship management programme to develop innovation, reduce costs and improve the quality of service.
- Helping to shape and develop markets through effective category management and supplier relationship management to ensure future capacity and capability to meet commissioning intentions.
- Manage the process that results in an agreed mixed economy of suppliers to meet corporate and service objectives.

clear, long term vision for the future of the service, and the implementation/ regular monitoring of the strategy – ensuring that appropriate mechanisms are in place with departments, to produce/review an annual procurement plan.

To act as the Council's procurement specialist to ensure the highest standards of probity and of professional excellence in procurement

Manage the development of a network of Procurement Champions across the Council providing access to training, ensuring consistency of approach, developing appropriate procedures, communication and feedback networks

Overall responsibility for setting and managing the delivery of the Procurement Centre performance targets and ensure the required standards are achieved against agreed performance indicators

Encourage high individual and team performance by encouraging the rotation of staff, sharing of expertise, flexible working, project management skills and support a culture of innovation, self challenge and continuous improvement

Ensure affordable, efficient value for money services by the deployment of a comprehensive category management process including strategic analysis, goal deployment, team formation, project launch, strategy implementation, supplier and benefits management

Deliver specific savings from procurement activity that can be used to fund service provision elsewhere within the Council

Control the ongoing implementation of the category management process and develop an effective and efficient management information capability to support this



	<p>Lead implementation of the category policies and procedures, including detailed plans, monitoring and controls, aimed at promoting greater innovation, integration and synergy in procurement decision making</p> <p>Undertake a lead negotiator role with key contractors in setting and delivering the Council’s category led procurement strategy</p> <p>Take a lead role in engaging with senior stakeholders to determine the Council’s overall business requirement to ensure appropriate procurement input</p> <p>Overall responsibility for maintaining relationships with senior suppliers</p> <p>Respond to new policy initiatives and legislative changes</p>
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	
<b><i>Person Specification</i></b>	
<b><i>Education and Knowledge</i></b> <ul style="list-style-type: none"><li>▪ Qualified to degree level or equivalent</li><li>▪ MCIPS or experience that demonstrates equivalent knowledge</li><li>▪ Evidence of continuous professional, management and leadership development</li><li>▪ A detailed knowledge and understanding of the main policies, issues and influences driving the local government agenda generally and the service area in particular</li></ul>	<b><i>Values and Behaviours, Personal skills and general competencies</i></b> <p>Able to demonstrate experience of applying the following skills at a level commensurate with the post:</p> <ul style="list-style-type: none"><li>• Personal effectiveness: Demonstrates a high level of personal drive and energy, integrity and insight into own strengths and weaknesses, able to provide purpose and direction to others.</li><li>• Resources Focus: Able to deliver an effective service by meeting agreed targets through the mobilisation of the financial, information, physical and human resources available</li></ul>
<b><i>Experience</i></b> <ul style="list-style-type: none"><li>▪ Substantial experience of managing service delivery, resources, performance and change within large and diverse organisation</li><li>▪ Experience of handling a diverse range of tasks and priorities within a constantly changing and politically sensitive environment</li></ul>	



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<ul style="list-style-type: none"><li>▪ A minimum of 10 years experience in, and 5 years management of Procurement in a service driven, customer focussed and commercial environment.</li><li>▪ A minimum of 5 years experience managing procurement across a diverse range of services</li><li>▪ Substantial experience of managing large scales, complex procurement contracts, from inception to completion, including financial, human and physical resources.</li><li>▪ A track record of formulating, leading and bringing projects to successful completion</li></ul>	<ul style="list-style-type: none"><li>• Analysis and Judgement: Able to understand and interpret diverse information and uses this information to make decisions that contributes to solving problems</li><li>• Change Focus: Understands the internal and external drivers for change and has the ability to plan and implement change in a way that gets the buy-in from key stakeholders</li><li>• Relationship Focus: Uses highly developed networking, influencing and communication skills to engage with the local community (or equivalent) on an on-going basis to influence the future shape of that community and to work in partnership with other agencies to achieve this goal</li><li>• Performance: Able to manage the performance of teams to meet objectives and provide a customer focused service that delivers quality</li><li>• Valuing diversity: Able to improve services through supporting diversity in the workplace and by taking account of diversity issues in working practices</li></ul> <p>Abilities and Qualities</p> <ul style="list-style-type: none"><li>• The ability to create, maintain and enhance effective working relationships with peers, elected members, senior officers</li><li>• The ability to plan, allocate and evaluate work carried out by teams and individuals</li><li>• The ability to provide high quality support services in a demanding environment</li><li>• The ability to communicate effectively at all levels, using a variety of media and styles appropriate to the audience</li><li>• Full understanding of risk management in the context of corporate governance</li><li>• Highly self-motivated</li><li>• The ability to initiate and implement change and improvement across a wide range of responsibilities and activities</li></ul>
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General responsibilities

Training:

You will keep under review the development needs of staff and keep yourself informed of current issues within the context of corporate and departmental learning and development strategy, policy and practice. You will ensure that the employees you manage are kept informed of and understand all policies relevant to their work.

Health and Safety:

You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties and where appropriate to safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation, and Authority and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the County Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equal Opportunities:

You will personally and through the employees you manage, implement and positively promote equal opportunities in service delivery and employment practices.

Customer Care:

Within resource constraints, you will promote and deliver fair and quality services that are sensitive and responsive to customers. You will ensure implementation of customer care policies by staff who you supervise.

Environmental:

You will take account of environmental issues arising from any service developments, and ensure that all staff are familiar with the



County Council's green policies and established office and work practices.

**Technology:**

In accordance with "The Introduction of New Technology Agreement", you will work with computers, new technology and associated systems as required and support the employee(s) you manage in its use.

**Data Protection:**

You will personally and through the employees you manage ensure compliance with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice.

**Other Duties:**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Other Requirements:**

In order to achieve the objectives of the project, the post holder will need to work flexibly, including out of hours when necessary.

**Political Restrictions:**

Under the Local Government and Housing Act 1989 this post may have imposed political restrictions.

***Role Dimensions***

1. The post-holder will have direct responsibility for the Procurement team, which provides commercial support and advice, and leads on the development and maintenance of procurement systems and processes, to the County Council.



2. The Procurement team consists of c15 posts of procurement officers and category managers, who are qualified either through CIPS or another relevant professional qualification, and part-qualified & non-qualified staff. The Group Manager will be responsible for the day to day management and supervision of the 4 Category Managers and 1 Policy Officer, their individual performance assessment and the performance of the team as a whole.
3. The post holder will be required to act as the day to day lead procurement officer and contact with Corporate Directors and Service Directors across the County Council. The post-holder will be required to be customer and performance focused, to ensure their procurement and commercial needs are met.
4. The Procurement team will be responsible for:
  - Ensuring that the Council's contracting and procurement procedures are legally and best practice compliant
  - Supporting the tendering and contracting process across all areas of Council activity
  - Supporting the development of cost saving and cost avoidance projects & programmes, including supporting demand management
  - Offering commercial and procurement regulation advice and supporting the Council in managing commercial risk
  - Ensuring that the commercial implications of decisions are understood and incorporated into appropriate reports
  - Developing commercial capacity and capability in departments (e.g. through providing appropriate training to service managers)
  - Developing effective Category and Supplier Relationship Management strategies, including category and market analysis
  - Supporting new and innovative approaches to service delivery, including working with strategic suppliers on service design

The Group Manager will be responsible for developing the appropriate systems, processes, models and methodologies that will deliver these functions.

5. The post holder will contribute to budget management within their service area and the overall budget for Procurement which is c£1.5m. Indirect financial responsibility encapsulates all expenditure on bought in goods and services (including the capital programme), across all operational areas of the County Council, as well as a number of external partnership arrangements. Hence the post-holder will have the responsibility for supporting supplies and services expenditure in excess of £400m.
6. The post operates within the financial policies and procedures of the County Council, particularly Financial Regulations and Contract Standing Orders.

Date September 2018