

Kirklees Council

DIRECTORATE: Corporate Services

SERVICE AREA: Governance and Commissioning

SECTION: Commissioning Support and Procurement

JOB TITLE: Senior Procurement Specialist

GRADE: 13

ABOUT THE JOB

The Procurement team is responsible for the strategic direction and delivery of procurement throughout the Council. As a Senior Procurement Specialist you will be responsible for delivering value for money through the effective and timely procurement of goods, services and works through 3rd party providers.

You will be expected to:-

- Provide comprehensive and professional procurement advice and guidance in line with Council and EU procurement rules and with other relevant legislation to a range of services throughout the Council and associated bodies.
- Work across a large spread of category areas developing internal relationships with key stakeholders to help drive the procurement strategy, organisational development and change forward and be a role model for such change.
- Create and maintain an organisational 'can do' culture which is rooted in the values of the Council and provides a supportive framework which individuals and teams can develop and strengthen their performance to deliver quality outcomes.
- Ensure that you deliver high quality, efficient and effective services which meet the needs and secure improvements for our customers.
- Engage and communicate with customers and other stakeholders and involve them in all aspects of the service to improve quality and effectiveness.
- Ensure that all the outcomes you deliver positively contribute to the Council's achievement and deliver the service core values and strategies.
- Advise on appropriate procurement approaches and conduct all elements of tender preparation, analysis and evaluation and supplier and contract management.
- Promote the principles and benefits of good procurement practice throughout the Council.
- Advocate for and incorporate the principles of sustainable procurement into procurement and supplier management processes.
- Lead and manage cross functional teams on major/complex projects.
- Maintain an awareness of legislative changes and liaise with other officers of the Council.

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- Build an effective procurement infrastructure that ensures consistency of approach and delivers sustainable benefits through systems, processes, people and training.
- Support Strategic Category Managers and the Head of Procurement & Commissioning Support on the delivery of complex procurement projects.
- Deliver corporate policy, strategy and other guidance on related procurement projects.
- Ensuring all our 3rd party contractual spend meet the Transparency Agenda
- Promotion of opportunities for local suppliers and '3rd sector' and achievement of the Councils Social Value objectives through its procurement.
- Support the delivery of procurement training courses to a wide selection of Council officers, and actively participate in the procurement officer's forum.
- Assist with collection, analysis and reporting of contracting opportunities and updating contract information.
- Analyse and interpret a range of financial and other data and identify any efficiency or procurement opportunities.
- Manage an accurate contracts database.
- To support the Strategic Category Manager(s) in facilitating the delivery of savings by employing strategic procurement and category management techniques to manage demand, supplier relationship and contracts.
- Ensuring all procurement activities delivery value for money
- Utilise and promote the use of the Council's e-procurement systems.
- Promote the work of the Procurement team throughout the Council and with other organisations.
- Represent the team as required at regional, national and local events.
- Manage the workload of the Senior Procurement Officers.

The Senior Procurement Specialist will play an important role within the Procurement team, supporting the work of the Strategic Category Manager(s) and Head of Procurement and Commissioning Support and helping to deliver the corporate procurement strategy by providing professional advice and guidance. You will also be expected to work closely with colleagues from HDOne to deliver an effective and professional combined support service to promote good practice and legal compliance in all aspects of Council's purchasing activities.

You will help develop relationships with colleagues in service areas throughout the Council to provide good practice procurement advice and guidance.

The job will present challenges to which the job holder will be expected to deal with effectively, accurately and promptly.

Whilst you will be expected to manage your own work programme and work on your own initiative, you will receive regular support of your line manager and other members of the procurement team.

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MISCELLANEOUS

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to: <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

KEY RESULT AREAS/OUTCOMES

1. Provide professional procurement advice, guidance and support to a range of services throughout the Council, improving procurement standards and knowledge.
2. Manage compliant procurement projects in accordance with Council and statutory procurement regulations.
3. Supporting management of all contracts, dealing with any commercial contract issues and ensuring the effective resolution.
4. Through effective procurement, contract management and negotiation ensure that the Council receives good quality goods, services and works which are value for money.
5. Support continuous improvement through participation in benchmarking and performance measurement processes.
6. Promotion of opportunities for local suppliers and '3rd sector' and achievement of the Council's Social Value objectives through its procurement.
7. Assist the Strategic Category Manager(s) with monitoring and management of the procurement spend across the Council with timely and accurate information provided on compliance with procurement strategies.
8. Assist the Strategic Category Manager(s) to enable efficient partnership working at regional and sub-regional levels to create collaborative procurement strategies and ensure efficient use of resources.
9. Safeguarding: The job holder will act in a safeguarding capacity – ensuring adherence to EU and English Contract Law by following/advising on correct procedures, minimising risk of challenge and also resolving potential breaches to the procurement rules and regulations.

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ROLE SPECIFIC RESPONSIBILITIES

- Advice and influence on matters of procurement legislation and policy.
- Through the above ensure compliance with EU Directives, CPR's and other relevant legislation.
- Performance, benchmarking and provision of management information.
- Monitoring of expenditure and ensuring compliance to contracts.
- Promote the widespread use of electronic procurement and technology to provide better service delivery.
- Research on suppliers, products and services.
- Have market knowledge of alternative routes to market.
- Supplier and contract management, monitoring, reviewing and negotiations.
- Consistency of approach to tender, specifications and contract documentation.
- Monitoring of market information, and continuous improvement through the establishment of appropriate benchmarking and performance data relating to areas of work.
- Support national, regional and sub-regional collaborative working.
- Support the achievement of efficiency savings.
- Guidance and professional advice to customers and other stakeholders.
- Provision of timely and accurate information to managers to support them to deliver services in a timely and efficient manner.
- Provision of key contact responsibility for procurement activity for services.

RESPONSIBLE TO: Strategic Category Manager(s)

RESPONSIBLE FOR:

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PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- ☐ Positive
- ☐ Honesty
- ☐ Respectful
- ☐ Flexible
- ☐ Communicative
- ☐ Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

This role is at level 3. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Knowledge and experience of undertaking complex procurements in public or private sector.
Understanding of the legal framework governing public sector procurement practice.
Knowledge and experience of embedding Social Value into the Councils Contracts.
Ability to search, analyse and produce information on spend and contracts used to inform decisions.
Experience of managing relationships and communication on all levels.
Holds Level 5 CIPS (Chartered Institute of Purchasing and Supply) or higher, or equivalent, or demonstrates willingness to work towards this qualification.
Team player style of approach, ready to take on any challenge and have a flexible attitude to work.
Experience of delivering a range of procurement related training and support to different audiences (e.g. Training on Councils CPRs and presentations at supplier events).

JD Reference No	
JD Amended/Prepared By	JL / RW & SG
JD Amended On	13.08.2018
Refers to Estab(s)	

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