

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources	SERVICE GROUP: Finance and Procurement
POST TITLE: Head of Procurement	REPORTS TO: Assistant Director Procurement, Corporate and Strategic Finance
GRADE: Sp E	SAP POSITION NUMBER : TBA

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Key Purpose of Post:

The post holder will:

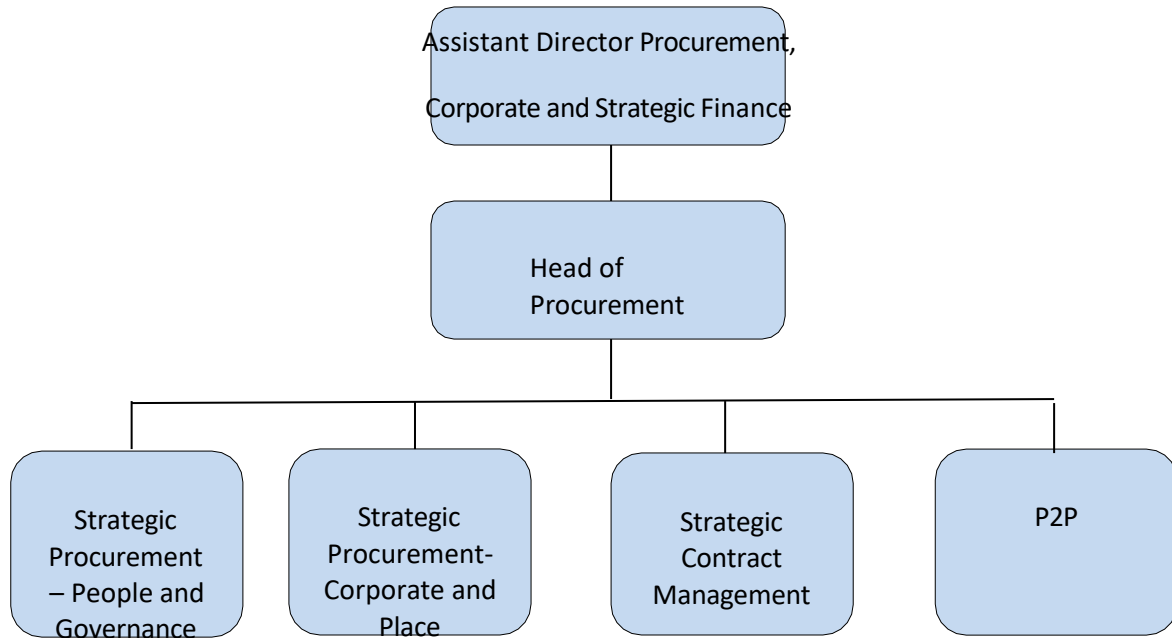
- Be the visible and trusted champion for the Council's procurement function, providing expert and respected leadership to officers involved Council-wide in procurement, and being the activist in strengthening the Council's culture and practice in procurement matters.
- Provide strategic direction, leadership, planning and operational management of the corporate procurement service, including:
 - Deployment of resources to support procurement (and commissioning) of goods, services or works;
 - Service processes and systems;
 - Strategic contract management;
 - Information, compliance and training.
- Making a positive contribution to Council departments and services as supported by Corporate Services, including monitoring/reviewing 'best-practice' and managing any related change designed to help achieve the Council's overall strategic priorities. They must be prepared to work flexibly and swiftly adapt to changing circumstances in respect of services provided, commissioned or procured by the Council.
- Be expected to pro-actively develop positive working partnerships both within and outside the Council with key stakeholders and also engage effectively with service users and their local communities.

Main Responsibilities of Post:

1. To lead and manage the corporate procurement service, acting as an ambassador in engaging with Departments/services, and the Office of the Chief Executive, developing and promoting a professional approach to commissioning, procurement and compliance across the Council. Ensuring development and maintenance of key documents and processes, for example Contracts Standing Orders (CSOs) and procure to pay (P2P) respectively.
2. To develop and maintain a corporate approach to procurement and category management, actively developing, influencing and informing strategy, policy and key operational considerations; ensuring a strong understanding of supply chains, markets and mitigation of risks. Ensuring effective planning and resource allocation.
3. To work effectively with service managers and commissioners. Ensure the transfer of best practice and learning between commissioners, procurement/category managers through the co-ordination of a network of officers so as to ensure continuous improvements and development and transfer of skills and expertise.
4. To lead and co-ordinate corporate contract management activities and provide support across the Council to ensure services are being delivered as agreed, to the correct level of performance and quality.
5. Ensure effective contribution from the centralised accounts payable function, as appropriate to ensure effective support for the Council's Procure to Pay System; to include benchmarking of overall system efficiency
6. To oversee the Procure to Pay function of the Council, this involves compliance with the overarching purchasing process from internal requisition of goods and services through to final payment of invoices.
7. Ensure effective contribution from the information, compliance and training team as appropriate to ensure effective support across the Council's Departments/services.
8. To support partnership contractual relationships and the monitoring of service delivery management by Departments/services across the Council and the proactive management of the supply market.
9. To undertake a key relationship role with Departments/services and with a range of partners and manage the formal business arrangements including the setting of service standards, performance monitoring and evaluation and ensuring the Council maximises value for money (VFM) and optimises delivery of outcomes in the Council Plan.
10. To develop and maintain an overview of commissioning and marketing strategy for the Council and partners to ensure there is a corporate process in place for specifying, securing, monitoring and evaluating services to meet the needs of the Council and the wider district with the ability to influence the market to meet future needs.
11. To establish and maintain business processes for monitoring all Council related commissioning and procurement activity and tracking of benefits from such activities.
12. To ensure the development of national best practice and provide commercial market intelligence and advice to assist the Council and partners in achieving VFM and continuous improvement.

13. To deputise for the Assistant Director Procurement, Corporate and Strategic Finance on all Procurement related matters at CMT and Committees as appropriate.

Structure



Special Knowledge Requirement: Will be used in shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	X
Carries out the working practices, procedures and operations across the Corporate Procurement function.	X
Uses specialist knowledge of health, safety and environmental policies, procedures and regulations, including risk in own area and/or across other areas of work.	X
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings.	X
Uses, interprets, analyses and communicates complex information from a variety of sources.	X
Detailed understanding of applicable EU legislation (inc. Public Contracts Regulation); awareness of State Aid.	X

Detailed understanding of Public Sector procurement (and commissioning) including financial regulations and contract standing orders.	X
Development and implementation of procurement strategies and policies. Identification and application of procurement related Management Information.	X
Understanding of procure to pay systems.	X
Understanding of markets, contract forms, and contract management	X
Relevant experience requirement: Will be used in shortlisting	
5 Years experience at senior management level within a large multi-functional public sector or similar organisation, and in a service area relevant to the post. Experienced in working with/reporting to senior management and members; including preparation and presentation of management reports.	
Knowledge of the Statutory, Regulatory, Strategic and key operational issues relevant to the post, including providing advice and guidance on relevant EU legislation (Public Contracts Regulations) and Contracts Standing Orders.	
Experience which demonstrates effective leadership and key stakeholder management, including: <ul style="list-style-type: none"> • Working, leading and influencing diverse and complex stakeholder groups (including members) • effective resource management • Development and application of Management Information • effective team management and developing individual team members 	
Knowledge of relevant National, Regional and Local Government issues, developments and best practise and wider public sector agendas	
Experience which demonstrates the attributes within the senior management competencies profile	
Ability to utilise a range of Microsoft Office (or similar) ICT packages	
Relevant professional qualifications requirement: Will be used in shortlisting	
As a minimum, a commitment to working towards Chartered Institute of Purchasing & Supply (CIPS) and holder of a MCIPS professional licence.	
Core Employee competencies at manager level to be used at the interview stage.	
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	

<p>Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.</p>		
<p>Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.</p>		
<p>Management Competencies: to be used at the interview stage.</p>		
<p>Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.</p>		
<p>Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.</p>		
<p>Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.</p>		
<p>Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.</p>		
<p>Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.</p>		
<p>Working Conditions:</p>		
<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.</p>		
<p>Special Conditions:</p>		
<p>You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.</p>		
<p>Compiled by: AC</p>	<p>Grade Assessment</p>	<p>Post Grade: SPECIAL E</p>
<p>Date:</p>	<p>Date:</p>	