

# FINANCE AND POLICY DEPARTMENT

**JOB TITLE** STRATEGIC PROCUREMENT MANAGER

**DIVISION** FINANCE AND POLICY

**GRADE** BAND 14

**RESPONSIBLE TO** DIRECTOR OF FINANCE AND POLICY

**POST REFERENCE**  SR-103097

## Purpose of Post

* Support theDirector of Finance and Policyin implementing the vision, strategic and core values of the Council and provide a clear sense of direction, optimism and purpose across the service.
* Take responsibility across the service to:
* Find ways to achieve efficiencies and improve quality of service delivery.
* Ensure statutory duties within the remit of the post are met.

## Key Relationships

1. To work in partnership with all areas of the Council coordinating programmes of activity/services which meet the needs of the people of Hartlepool.

2. To establish and maintain liaison with local, regional and national agencies to benefit services to the Council and the public.

3. To liaise with client departments, members of the public, stakeholders and partners to provide Procurement services which are responsive to their needs.

4. To provide advice to elected Members, preparing and presenting reports as required.

**Main Duties and Responsibilities**

**Service Remit**

1. Responsible for the provision (including optimising delivery of services, and ensuring they are undertaken in a responsive, efficient and effective manner) of the following:
* Corporate Procurement Function
* Printing and Reprographics
1. Find ways to achieve efficiencies and improve quality of service delivery.
2. Manage the service, building a valued confident, developed, empowered and innovative workforce. Direct and supervise the teams within the function.
3. Manage the safe and effective procurement of goods, services and works.
4. Ensure employees feel valued and understand their role in achieving the Council’s vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
5. Work with and influence relevant national and regional organisations, partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships.
6. Promote and undertake cross organisational team working.
7. Develop and articulate the service’s vision to ensure its delivery to meet statutory obligations, policy objectives and value for money.
8. Responsible for the co-ordination of delivery of services, ensuring they are undertaken in a responsive manner.
9. Ensure that synergies are considered across services to ensure maximum effectiveness.
10. Responsible for ensuring the appropriate risk management arrangements for the service are in place.
11. Engage with and developing relationships with elected members, clients and customers.
12. Plan, manage and be accountable for the service’s business plans and work programmes, ensuring they are effective with specific measurable outcomes.
13. Responsible for maintaining and improving the quality of the service.
14. Lead on initiating and developing policies for the whole service area.
15. Maintain up to date detailed knowledge of legislation and national policy and ensure the Council is briefed on changes.
16. Continuously work to reduce bureaucracy and duplication.
17. Ensure equalities and diversity issues are effectively assessed, planned and implemented.
18. Act as a design consultant/change agent working with others to develop innovative solutions to best meet local needs and learning from best practice elsewhere.
19. Provide technical advice and be the principal source of professional advice in relation to the service.
20. Undertake the higher level case work in relation to the service.

**Specific Duties Relating to the Post**

(i) Act as one of the Council’s authorised officers in relation to meeting requirements of procurement related legislation.

(ii) To provide appropriate advice to senior officers, members of the public and businesses on all relevant procurement issues and legislation.

(iii) Prepare statements of evidence for legal proceedings and appear as a Council witness in Court as and when necessary.

(iv) To plan, direct and coordinate the various functions of the Procurement and Reprographics services, to maximise the Council’s use of resources.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

#### Date: 23.11.17

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**