

## **JOB DESCRIPTION**

**JOB TITLE:** Procurement Manager

**GRADE:** SM1 (SCP44-47) (2019/20 £46,396 - £51,050)

**BASE:** Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF

### **1. Summary of Post**

- a. To support the delivery of a customer focused procurement service and the strategic development and delivery of collaborative procurement for local government in the North East.
- b. Work cohesively with the Commercial Manager to support the development of innovative solutions which are provided to enable NEPO to quickly and compliantly secure value for Member Authorities promote innovation to assures NEPO's commercial interests.
- c. To deputise for the Head of Procurement on procurement related areas.

### **2. Job Purpose**

**The key duties of this post will include:**

#### **Procurement and Contract Management**

- 2.1 Engage with key stakeholders, actively promoting Collaborative Procurement to deliver savings, add value through best practice, remove barriers, support economic recovery and secure positive social value outcomes for local communities at a local, sub-regional and regional level.
- 2.2 To be responsible for the development and delivery of the Collaborative Procurement Work to meet Member Authority needs and ensure it delivers value for money Solutions. Work with Member Authorities to identify suitable Spoke leads, and support Spoke leads to ensure outcomes are delivered in an effective and timely manor. Using market intelligence and data and working with colleagues identify new areas for Collaboration.
- 2.3 Ensure that all Hub led solutions are awarded in accordance with NEPO procedures and policies and regulatory compliance, EU Procurement Directives and Government policy and that agreed outcomes are delivered within agreed timescales.

- 2.4 Drive the development of procurement, contract management and social value ensure NEPO delivers continuous improvement, manage the development of NEPO's procurement, contract management and social value processes and policies.
- 2.5 Ensure Collaborative solutions are managed effectively to deliver agreed outcomes and all associated risks are identified and managed. Ensure the regional approach to contract management is embedded and continues to develop to meet Members needs. Ensure value for money is achieved and there is clear and robust performance reporting around contract delivery. Provide strategic support where required to complex and or problematic supplier management.
- 2.6 Determine the most effective utilisation and deployment of staff resources to implement NEPO's priorities and deliver the Collaborative Procurement Work Programme within agreed timescales in an imaginative and innovative way.
- 2.7 Chair the Gateway Approval Forum ensuring all relevant processes are adhered to and are delivered in a way which nurtures the best outcomes for Collaborative Procurement.
- 2.8 Work with the Business Manager and Systems and Data Intelligence Specialist to ensure e-enabled systems meet NEPO's needs for delivery of collaborative procurement and contract management.

### **Social Value and Supplier Development**

- 2.9 Ensure Collaborative Procurement gives a greater focus to social value, highlighting the potential wider benefits in public sector contracts.
- 2.10 Support the strategic positioning of collaborative procurement in support of wider north east economic development objectives helping a cohesive and joined up approach to be adopted.
- 2.11 Working with the Associate Director ensure the Stakeholder Engagement Group (SEG) provides the appropriate engagement with North East suppliers, North East business representative organisations and, where possible, the Voluntary Community Sector (VCS) regarding public procurement opportunities and harnesses all available expertise and market intelligence from these groups to assist NEPO and Member Authorities.
- 2.12 Ensure the NEPO Business Club equips North East suppliers to bid for and subsequently secure public procurement opportunities. Ensure that the NEPO Business Club focuses its development activities in relevant markets and with those suppliers that have the potential to secure future public procurement opportunities.
- 2.13 Lead the growth of the NEPO Business Club brand and use it to improve and expand the supplier development activities available to suppliers based in the

North East. Identify potential sources of future funding to sustain the NEPO Business Club over the longer term.

## **Commercial and Growth**

- 2.14 Working with the Commercial Manager support the development of innovative solutions which are provided to enable NEPO to quickly and compliantly secure value for Member Authorities promote innovation to assures NEPO's commercial interests.
- 2.15 Ensure overall uptake of the Collaborative Procurement Work Programme is maximised from both Member Authorities and Associate Members, un-lock and remove barriers and ensure Solutions are accessible.
- 2.16 Support the delivery of the NEPO Commercial Strategy that drives value for Member Authorities, promotes compliance and assures NEPO's commercial interests.

## **Personal Disposition and Management**

- 2.17 Lead the development of a more capable, empowered and efficient procurement team by supporting a professional environment for staff to develop sound procurement expertise and the confidence to excel within the procurement profession. Provide opportunities for development through robust performance management, sharing knowledge and role modelling effective commercial behaviours. To be responsible for the day to day performance management, supervision, and attendance management of staff. Leading by example, motivate and mentor staff to ensure that they are equipped with the knowledge and skills needed to successfully deliver their role.
- 2.18 Support the Business Manager around the development of effective systems, process and performance management arrangements to deliver high standards of performance. To be responsible for the submission of timely and accurate performance data to ensure there is viability on what activities are taking place and how they are delivering. Working with the Leadership Team take remedial action where required and inform the Associate Director where there is a potential significant change against agreed plans or targets.
- 2.19 As a member of the Leadership Team, demonstrate high professional standards, represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO. Contribute positively to the overall development of Collaborative Procurement and NEPO.
- 2.20 Represent and raise the status of the region, building a broad and professional network at a regional and national level, to increase the influence that can be exerted on matters that concern NEPO and Member Authorities. Ensure that the region speaks with one cohesive voice and remains at the

forefront of local and national agendas. Respond on behalf of the region to government consultations effecting procurement.

- 2.21 Using persuasion and influencing skills, work with stakeholders from multiple organisations with different priorities and practice, to remove barriers, resolve conflict and reach a consensus on collaborative outcomes.
- 2.22 To write clear and complete communications to a wider range of audiences, provide advice and consistency within NEPO team around communications, to seek advice, scrutiny and strategic direction from the entire NEPO governance structure as appropriate.
- 2.23 Ensure that the organisations policies and procedures are consistently adhered to and working with the relevant manager ensure continuous development.
- 2.24 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.25 To lead recruitment and selection of staff. To ensure new staff are inducted into the organisation and become productive in a timely manner.
- 2.26 As well as your own health, safety and welfare ensure that staff perform their duties with due regard to the organisation's health & safety policy and procedures.
- 2.27 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.
- 2.28 Demonstrating high standards of personal integrity, probity and professionalism at all times, behaving fairly and impartially in all activities with others to build and maintain trust, respect and credibility. Acting as an ambassador and role model for NEPO's vision, standards, desired organisational culture, behaviours and attitudes.
- 2.29 Deputise for the Head of Procurement on procurement related areas.
- 2.30 Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriately to the grade of the post.

### **3. Person Specification**

#### **Essential**

##### ***Essential Knowledge of:***

- Procurement techniques and processes.
- Best practice in procurement (current EU Directives, procedure rules and financial regulations).
- Complex contract management arrangements.
- Current challenges facing the public sector to reduce costs while minimising the impact on the front line.
- Introducing new initiatives successfully.

##### ***Essential Qualifications:***

- MCIPS
- Graduate diploma in purchasing and supply or relevant degree qualification (e.g. Business / Management).

##### ***Essential Experience of:***

- Directly leading category management activity, developing and implementing category strategies using category management tools (or equivalent) and techniques that deliver benefits that include financial savings or increased value.
- Working in a category management environment or relevant technical environment.
- Managing a range of complex procurement, category management programmes and/or technical programmes.
- Generating commitment to a collaborative programme which reaps benefits for all partners.
- Managing a team of procurement or technical specialists.
- Communicating effectively to a variety of audiences of different backgrounds, knowledge, experience and expectations.
- Motivating and inspiring others within and outside the organisation to deliver better outcomes.
- Using a flexible approach to managing complex and changing priorities.
- Applying strong analytical skills.
- Leading and facilitating collaborative effort.
- Working with a complex political environment with competing demands and expectations.
- Consistently and demonstrably addressing competing demands between organisations.
- Gaining confidence and support of public and private sector organisations by understanding their needs and resolving differences between organisations through use of excellent negotiation and influencing skills.

## **Desirable**

### ***Desirable Knowledge of***

- Economic Development and Commissioning Strategies to understand the role that procurement can play in the local economies of individual authorities and the region as a whole.
- Dealing with senior representatives of central and local government to generate and maintain organisational credibility.
- Regional challenges facing the public sector.

### ***Desirable Experience of***

- Working in a private sector organisation.

### **Desirable Qualifications**

- PRINCE II.

## **ENDS**