Procurement Manager
£41,551 to £51,936
Woodcock Street, Birmingham
Permanent

Working 36.5 hours per week. This is an exciting opportunity to join a dynamic results-focussed Procurement Team within Europe’s largest local authority.

We are seeking to recruit experienced Procurement professionals who can hit the ground running, managing service related categories such as Waste Management, Leisure and Parks, Works and Adult Social Care.

The roles require excellent organisational, interpersonal and influencing skills. You will be managing multiple procurement projects and will have the ability to develop and maintain relationships with senior business partners, identifying areas needing procurement input and expertise and developing procurement capability across the council. You will need to be able to quickly develop market knowledge for a variety of category areas and it would be beneficial to have an understanding of public sector procurement procedures.

The Procurement Manager role requires leadership capability and experience of major projects utilising the competitive dialogue procurement route.

You will be proactive in identifying key business and forecasting information and keeping updated within public sector /market changes.

You will be CIPS qualified or willing to study to attain the professional qualification.

Any informal enquiries please email Debbie Husler, Head of Procurement debbie.husler@birmingham.gov.uk or call her on 07827 367136

Ref: CSS0632017

Closing Date: 03 February 2017

Interviews/assessments will take place on Monday 13 February 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Procurement Manager

GRADE: GR6

DIVISION: Corporate Procurement Services

NO OF POSTS: 1

SECTION: Procurement

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1. JOB PURPOSE

1.1. Deputise for and provide support to the Head of Procurement in order to deliver the Corporate Procurement/Category strategy and drive forward category management commercial change and improvement throughout the Council to achieve agreed outcomes and better value for money.

2. RESPONSIBILITIES

2.1. Contribute to the leadership, development and direction for the Corporate Procurement/Category area and ensure continual review and improvement of a quality service to the council.

2.2. Deputise for the Head of Procurement.

2.3. Develop and maintain relationships with key business partners to promote the Corporate Procurement/Category Strategy and purpose so that CPS is recognised as a centre of expertise and a first point of call when procurement decisions are being made.

2.4. Develop activities and new initiatives to identify areas needing procurement input and expertise, developing procurement capability across the council.

2.5. Liaise with Contract Manager to ensure effective management and monitoring of supplier performance against pre-determined milestones are included in contracts, to ensure that contractual obligations and KPIs are met or exceeded and taking corrective action where targets are not met.

2.6. Manage and contribute to projects adopting recognised project methodology in order to deliver projects on time and within budget.
2.7. Lead and manage a team to ensure that the team collectively and individually delivers on performance targets through setting vision and standards, coaching and development, and performance management.

2.8. Ensure compliance with all statutory regulations, Standing Orders, BCC policy and Local Authority Financial procedures.

2.9. Be proactive in identifying key business and forecasting information, constantly updating public sector/market knowledge to be the acknowledged expert in category/functional area.

2.10. Prepare written reports, briefing notes and presentations on a range of Procurement issues, including the Corporate Procurement/Category strategy, compliance, training and communications.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of Procurement

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised ie through others)

None

5.0 SPECIAL CONDITIONS

<table>
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<tr>
<th>Managers</th>
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<tr>
<td>Equality/Diversity</td>
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CSS0632017 Procurement Manager Pack
<table>
<thead>
<tr>
<th><strong>Sustainability</strong></th>
<th>Promote the City Council’s sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.</th>
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</table>
| **Health and Safety** | Implement the Directorate Health and Safety Policy ensuring that there is  
- regular and systematic identification, review and evaluation and control of risks  
- promotion of safe working practices  
- action to stop unsafe working practices and procedures  
- compliance with the Health & Safety Policy |

CSS0632017 Procurement Manager Pack
## PERSON SPECIFICATION

**JOB TITLE:** Procurement Manager  
**GRADE:** GR6  
**DIVISION:** Corporate Procurement Services  
**SECTION:** Procurement Team

### Method of Assessment (M.O.A.)
AF = Application Form    I = Interview    T = Test    P = Presentation

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td>EXPERIENCE (Relevant work and other experience)</td>
<td>M.O.A.</td>
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**Experience of:**
1. Leading, motivating and achieving results through a diverse team of professionals  
   
     **M.O.A.** AF

2. Working and leading on strategic projects as part of cross-functional teams, ensuring value for money in service provision.  
   
     **M.O.A.** AF/I

3. Progressing project work to deadline understanding the need to balance both quantitative and qualitative data.  
   
     **M.O.A.** I

4. Leading and managing complex projects with a record of successful implementation  
   
     **M.O.A.** AF/I

5. Working in a multi-agency and multi-disciplinary environment  
   
     **M.O.A.** AF/I

6. Working professionally at a senior level in a complex organisation with direct contact with senior managers, Members and other stakeholders  
   
     **M.O.A.** AF

7. Generating ideas, introducing innovation and driving process, systems, organisational and cultural change  
   
     **M.O.A.** P

8. Interacting and negotiating with senior managers.  
   
     **M.O.A.** AF

9. EU tendering/contracting procedures.  
   
     **M.O.A.** I

**Specialist knowledge of:**
10. Public/Private Sector procurement law and policy e.g., EU regulations.  
    
     **M.O.A.** AF

    
     **M.O.A.** AF/I
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<td>12.</td>
<td>Public/Private Sector policy/law environment e.g., value for money, sustainability, Council procurement rules, Procurement Strategy etc.</td>
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<td>13.</td>
<td>Relevant and diverse markets and the ability to exploit them across all sectors (private, public and third sector)</td>
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<td>14.</td>
<td>Internal/external risks, understanding and prioritising how to manage and mitigate risks before they become issues.</td>
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<td>15.</td>
<td>Public/Private Sector financial and efficiency programmes and the impact of these on procurement.</td>
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<td>16.</td>
<td>A broad spectrum of goods and services with at least one specialist area of in-depth knowledge.</td>
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**SKILLS AND ABILITIES**

**Business Requirements**

1. Able to demonstrate a political awareness
2. Business support and analytical skills with the ability to identify and apply new solutions to problems.
3. Practical skills in commercial evaluation, contract preparation and tender evaluation.
4. Ability to work with a range of people, internal and external to the organisation to achieve a common aim.
5. Excellent written and verbal communication skills with the ability to lead meetings, run workshops and interact with colleagues at all levels of the organisation, including council members, budget holders, key business heads and other stakeholders.
6. Ability to present information to a variety of audiences across all levels.
7. Ability to manage, supervise and provide leadership and motivation to a large team at a senior level.
8. Able to demonstrate strong leadership skills with the ability to influence and persuade at a senior level.
9. Able to demonstrate a range of interpersonal skills including diplomacy, assertiveness, and negotiation skills and to use these effectively to achieve desired outcomes.
10. Ability to plan, forecast and determine strategies to meet key objectives.
11. Ability to organise, plan and prioritise work to deliver within agreed targets, timescale and budgets and to respond effectively under pressure.
12. Ability to determine vision and provide direction for the service area to achieve efficiencies and economy of scale.
13. Strong I.T. skills with the ability to use spreadsheets, word packages etc.
14. Ability to act as a team player, to lead the team in effectively contributing to the overall goals of the section and work collaboratively with staff within the team and the Division.

**Stakeholder Management**

**Communications**

**Leadership**

**Project and Programme Management**

**Culture and Organisation Change**

**Information Technology**

**Team Performance & Achievement**
| TRAINING & DEVELOPMENT                                                                 | 15. To maintain an awareness of issues affecting local government and procurement.  
|                                                                                     | 16. To be prepared undertake training as required. |
| EDUCATION/QUALIFICATIONS (NB Full regard must be given to oversees qualifications) | Professional qualification e.g., MBA/MSc, MCIPs or related degree/NVQ equivalent |
| OTHER                                                                               | Commitment to personal development and the flexibility to take on new challenges, develop new skills and knowledge. |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**

**COMPILED BY ...........................................................................DATE ..............................................................**

**AGREED BY ...........................................................................DATE ..............................................................**
## Job Profile

<table>
<thead>
<tr>
<th>Specific Job Title:</th>
<th>Procurement Manager</th>
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<tr>
<th>Key Duty</th>
<th>Description of Duty</th>
<th>Performance Measure</th>
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<tbody>
<tr>
<td><strong>Provide Procurement Services</strong></td>
<td>Provide a professional procurement service, establishing contracts that deliver value for money and service delivery objectives and outcomes. Providing management support relating to procurement strategy and process ensuring a seamless transition and knowledge transfer for engaging clients from commissioning stage through to contract management.</td>
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</table>
| **Category, Project and Strategy Development** | - Uses research, analytical skills and judgement in identifying areas for future savings.  
- Analyses and interrogates Voyager spend reports in order to identify accurate category spend.  
- Engages with stakeholders in the development of tender strategy, award report and contract execution.  
- Review service delivery options appraisal and business case from commissioning team. | Performance against Service Plan targets and Local Performance Indicators |
| **Project Management** | - Support the commissioning team to ensure an effective transition of business cases and project plans to the relevant procurement process.  
- Detailed understanding of project management and the formulation, key components and use of the project plan.  
- Organises and manages major, complex procurement projects to deliver commissioning strategy.  
- Manages projects in adherence to appropriate standards  
- Apply appropriate procurement techniques to projects. | Projects delivered on-time and within budget. |
| **Technical Procurement** | - Detailed understanding of and ability to exploit for maximum benefit, Public Procurement Law and Contract Law including EU Regulations.  
- Detailed understanding of and is able to apply Council Financial Regulations, Standing Orders and Governance arrangements.  
- Managing and delivering complex, high value tenders within EU Procurement Regulations. Delivering savings, efficiencies, generating income and ensuring policy implementation.  
- Uses appropriate e trading and e auction technology to manage the procurement process.  
- Award reports and contracts completed to a high standard within agreed timescales. | Sourcing projects delivered in accordance with commissioning strategy, policy and budget. |
<p>| <strong>Stakeholder</strong> | - Effectively engage with commissioning and contract | Delivery of |</p>
<table>
<thead>
<tr>
<th>Engagement</th>
<th>stakeholder engagement plan. Improvement in CPS perception – stakeholder survey</th>
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<td>- Identifies and engages key stakeholders within the organisation in order to deliver effective procurement outcomes.</td>
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<td>- Identify opportunity areas of spend requiring procurement input/expertise and initiate contact with key officers and elected members, including commissioning team.</td>
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<td>- Work closely with contract management team to identify key performance indicators within tenders and contracts.</td>
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<td>- Ensure effective handover of contract to contract management team during award process.</td>
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<tr>
<td>- Influencing stakeholders to achieve desired outcomes.</td>
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<tr>
<th>Market Knowledge</th>
<th>- Satisfaction against BEST/PDR - Performance Monitoring</th>
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<td>- Develops and utilises market knowledge of category and how it applies within the context of Council strategies and outcomes.</td>
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<td>- Undertakes external market research to identify details of the supplier base and current best industry practice.</td>
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Version Date: 9 December 2013