

# Job Description

## Post Title: Procurement Category Manager - Resources

<b>Role Profile</b>	Leadership Band L
<b>Service/Team</b>	Strategic Procurement
<b>Reports to</b>	Head of Strategic Procurement
<b>Responsible for</b>	approx. 4 staff
<b>Number of posts</b>	1
<b>Post number</b>	TBC
<b>Career Grade</b>	N/A

### Job Overview

**My job supports the delivery of BCP Council's Procurement and Contract Management Strategy which links strongly with the Council's guiding principles, set out in the Shared Vision:**

- **To drive best value**
- **To ensure fair and compliant procurement in accordance with regulations**
- **To leverage our social value priorities**

**My job provides effective leadership of quality support services in delivery of the Procurement and Contract Management Strategy and contributes to the strategic direction of the service by helping influence and develop strategic business plans, policy and procedure using information and data from customers.**

- To ensure that the Resources Category is lead, developed and co-ordinated consistently with the quality standards of the strategic procurement and contract management service ensuring that all procurement activity maximises value for money within a best practice approach.
- To deliver, in partnership with other directorates, significant savings to the Council by means of applying a commercial approach and influencing innovative service redesign and procurement.
- To support the Head of Service in delivering change and innovation to equip the Service for future challenges and budget pressures.

### Key Responsibilities

1. Stakeholder management requiring a high degree of persuasion, advocacy and decision making, to identify opportunities for corporate frameworks and organisation-wide contracts, including contentious and complex opportunities, to drive best value procurement. Use effective internal communication methodologies to keep stakeholders well informed and position procurement as a collaborative force driving positive change.
2. Represent Resources Category at Senior Management Team for BCP's Procurement and Contract Management Service. Work closely with the Head of Service to contribute to service improvement and the planning and delivery of procurement priorities to complement the business planning process for the directorate and the future plans of the council.
3. Lead, motivate and manage staff to deliver a high quality, flexible and responsive service to internal customers and suppliers within different specialist areas of work including IT services and infrastructure, office supplies and furniture, Human Resources, Legal, Financial Services, Estates, Facilities Management (soft) ensuring that effective arrangements are in place for corporate frameworks and organisation-wide contracts managed by the Resources Category.
4. Ensure effective budget monitoring arrangements are in place for all centralised buying budgets within Resources Category (e.g. stationery) and that timely corrective action is taken to deal with any variances and eventualities that arise.
5. Ensure full compliance across the Resources Category, with all relevant UK procurement regulations and the Council's Financial Regulations and the Council's strategies, policies,

procedures and systems including finance, procurement and legal governance, risk management, performance monitoring, information governance and staff performance management.

6. Ensure that data is accurately recorded for all procurement activity, to Service quality standards, to support reporting requirements. Develop, analyse and respond to business intelligence data relating to Resources Category procurement activity.
7. Monitor the external market for Resources Category ensuring, where possible, the Council positions itself appropriately. Ensure appropriate use of early supply market engagement to seek new and innovative ideas to influence the definition of the requirements within Resources Category.
8. Represent the Service and the Council in inter-council forums, working parties, local and regional bodies to contribute to the exchange of information and the promotion of best practice developments.
9. To establish and maintain project management arrangements for the delivery of the procurement work programme across the Resources Category, taking responsibility for ensuring project delivery.

### **Specific Qualifications and Experience**

- Relevant degree (or equivalent experience)
- Relevant professional qualification or experience in more than one specialist areas
- Significant experience of procurement and contract management including expertise in a number of specialist areas
- Experience of developing stakeholder involvement in the strategic sourcing of relevant goods, works and services
- Knowledge of current relevant legislation and statutory duties, responsibilities and best practice in relation to the procurement goods, works and services with Resources Category.

### **Personal Qualities & Attributes**

- High level of resilience, advocacy, persuasion and emotional intelligence
- Ability to carry out work of a complex nature across a range of specialist areas including IT services and infrastructure, office supplies and furniture, Human Resources, Legal, Financial Services, Estates, Facilities Management (soft) and any other specialist areas as may be required.
- An in-depth knowledge across a range of these specialist areas
- Decisions have major impact on the sourcing of goods, works and services and carry a high level of legal and financial risk for the Council.

### **Job Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.