**Job Description**

**Job Title: Head of Procurement and Contract Management**   
**Role Profile** Leadership P

**Grade** Band P

**Service/Team** Procurement & Contracts Management   
**Reports to** Director ofFinance

**Number of posts** 1

**My job improves the quality of life for the people of Bournemouth, Christchurch & Poole Council by leading on the development and delivery of procurement strategies, ensuring the public receive high quality services and BCP Council’s objectives, priorities and values are met.**

**Job Overview**

* To take responsibility for leading, developing and co-ordinating the strategic procurement needs of the Council ensuring that all procurement activity maximises value for money within a best practice approach.
* To deliver, in partnership with other directorates, substantial savings to the Council by means of applying a commercial and innovative approach to service redesign and procurement.
* To position the Council as a leader in best practice procurement both within the South West and nationally.
* To support the Council’s leadership in delivering change and innovation to equip the Council for future challenges and budget pressures.

**Key Accountabilities:**

* Lead the development of strategies relating to areas of responsibility that support the procurement of appropriate, high-quality goods, works and services that fully meet the needs of local residents.
* Lead engagement and manage strategic partnerships with a range of external stakeholders and partners in order to ensure that BCP Council continues to harness local opportunities to commission high quality public services, to influence the shaping of service delivery models, and to resolve high risk and complex issues.
* Be involved in collaboration across BCP Council as well as the public sector and wider region to share best practice, promote the work of the service area, and to jointly deliver solutions that are focussed on delivering a system-wide impact for residents.
* Provide guidance and direction to colleagues and partners, acting as a policy lead for the service area, managing and evaluating service level contracts so that corrective action can be taken where appropriate, to ensure high quality customer outcomes are consistently achieved.
* Motivate, manage and develop staff to support a culture of wellbeing support, high-quality performance and continuous improvement to achieve excellent outcomes that meet the needs of residents within a fixed level of resources. Resolve performance issues in order to support a culture of wellbeing support, performance and productivity.
* Manage the delegated budget for the service, identifying additional funding strategies and stimulating income or efficiencies, so that financial targets are met, and the financial health of BCP Council is protected.
* Scan the external operating environment to anticipate and analyse issues relevant to the service and to identify alternative, innovative models of delivery, developing and agreeing local plans to ensure that the shaping and procurement of services responds to changing context, and that current and future local needs are met.
* Lead the development, alignment and execution of key programmes for the centre of expertise, to enable continuous improvement and the achievement of business change objectives.
* Represent the service and BCP Council in multi-agency forums, working parties, local, regional and national bodies to contribute to the exchange of information and the promotion of best practice/’practice excellence’ developments
* Ensure the BCP Council behaviours are embedded together with a culture of wellbeing, equality, diversity and inclusivity.

**Person Specification**

* Degree in a relevant subject or be able to demonstrate equivalent knowledge / experience
* Advanced professional qualification / post-graduate qualification in relevant subject or management (or equivalent management experience)
* Evidence of continuous professional development and understanding of industry best practice and broader commercial awareness
* Authoritative specialised knowledge and skills across a range of relevant service areas (including legal and regulatory requirements and the risks of noncompliance) of with overall functional and business understanding needed to position the service across the organisation
* Up-to-date knowledge of external issues (legislative, regulatory, best practice standards etc.) that affect the service
* Substantial level of senior level leadership experience, providing depth and breadth of knowledge to act with credibility at this level
* Extensive experience in complex demanding roles providing a depth and breadth of knowledge and commercial awareness with the ability to act as BCP Council’s subject matter expert
* Able to demonstrate an extensive knowledge and thorough understanding across a range of specialist areas including procurement and contract management
* Strong influencing and stakeholder management skills and the ability to build relationships at a political, senior and management level
* The ability to use skills and experience to make impactful decisions and recommendations
* High level of personal credibility, integrity and emotional intelligence
* Strong leader, persuasive and engaging who can hold people to account but also coach and develop a high performing team
* Ongoing professional development and training including safeguarding
* Visible role model of BCP Council Values & Behaviours

**Specific Areas of Responsibility:**

|  |
| --- |
| **Head of Procurement and Contracts:**   * Provide commercial and market intelligence to internal Key Stakeholders to support strategic planning and project delivery as well as build strong working relationships with Senior Key Stakeholders, other category teams, suppliers and external partners. * Oversee procurement, providing cost- effective, high-quality services for local people and progress the council's priorities * Oversee category spend * Promote and achieve value for money and continuous improvement * Source, negotiate and review supplier contracts * Manage supplier relationships * Provide the key officer contact for the Procurement & Contracts Board which provides the governance and oversight over planned spend decisions across the council. |
| * Extract best value from contracts through high quality contract management, as well as ensure the best contractor is selected to run services through a robust procurement process. * Ensure the best business model for each activity is implemented, including consideration of in-sourcing. * Develop the procurement and contract management strategy and ensure it is understood and implemented across the council * Provide commercial advice and policy recommendations regarding procurement * Ensure an up-to-date contracts register is maintained and used to prompt consideration of future options and models as contracts near expiry |
| * Provide effective leadership and project management to a wide number of projects, including monitoring and controlling all financial, programming, quality matters. * Advise managers, project committees and other appropriate committees at the earliest opportunity of significant risk management issues as appropriate. * Provide strategic direction and leadership for project delivery * Lead the design and delivery of complex projects, managing delivery and risk * Be accountable for delivery against agreed financial and service targets and for the effectiveness and efficiency of project delivery |
| * Oversee BCP Council wide implementation, supervision and management of strategic goals and tasks for the categories. * Develop the contract management strategy and ensure it is understood and implemented across the council.   This role requires a Basic check. |

Decision making