

Role Profile and Specification

Procurement Manager

Service Area	Resources Directorate - Procurement
Role Title	Procurement Manager
Location	Oxted/Agile
Reports to	Director of Resources
Salary/Grade	M4
Duration/Hours	37 Hours

Service Area Purpose

Procurement is a key function for Tandridge District Council. The Procurement Manager will work with senior managers across the organisation, with Finance, with suppliers and with partners to ensure that procurement activities take place in a robust and compliant manner, which maximises value for the Council.

Procurement will demonstrate a positive, flexible and forward-looking approach, taking advantage of best practice and innovative approaches to support the delivery of the Council's Corporate Plan and priorities.

The Council makes the most of collaborative and constructive relationships with neighbouring authorities and other partners to provide resilience and flexibility in its procurement activities.

Job Purpose

The Procurement Manager is the Council's lead officer for procurement and contract management. The role is responsible for developing, embedding and continually monitoring the Council's strategic and operational approach to procurement and contract management, ensuring that best value is derived from Council spending and that procurement and contract management positively contribute to the internal framework of risk management, governance and control. The role will work closely with all service areas within the Council in ensuring that corporate procurement needs are met, and that compliance is achieved with all legal, ethical and transparency standards.

Key Objectives

- Develop and implement a procurement strategy and underpinning operational practices, ensuring that this meets corporate objectives, high standards of corporate and ethical governance, sector best practice, all relevant legislation and complies with the changes that will result from the upcoming Procurement Act.

- Be the primary point of contact for procurement and contract management at the Council. Support service areas to act in a commercial way in sourcing goods and services and managing supplier relationships.
- Support the operation of the Council's Corporate Procurement Board; a strategic officer group that oversees all procurement matters and escalations regarding contract management at the Council. This includes developing a strategic forward plan for procurement and high-profile contract management, aligning this with annual budget setting, as well as other key financial and business planning processes.

Specific Responsibilities

- Provide leadership and guidance to both commissioning and contract managing officers, supporting them to embed the principles and best practice of contract management into their service areas.
- Develop and maintain market intelligence and professional networks within and outside the Council so that ongoing quality of service improvements and best procurement practices can be achieved within the Council.
- Work with Legal Services to ensure that the Council's Contract Standing Orders are fit for purpose and support the effective acquisition of goods and services that meet service needs.
- Monitor and ensure compliance with the Council's Contract Standing Orders. If required, escalate issues to the Council's Corporate Procurement Board in a timely way for swift resolution.
- Lead the implementation of procurement and contract management related control systems as well as innovative reporting mechanisms, supporting the Council's framework of risk management and control, including data protection.
- Manage the Council's relationship and contract with external procurement specialists and advisors who may provide operational support.
- Work closely with Legal Services throughout the procurement process and, where relevant, contract management activities, ensuring that procured services are underpinned with effective contractual relationships, minimising risks to the Council.
- Review and maintain the Council's contracts register and ensure compliance with public sector transparency standards and reporting provisions.
- Provide accurate and timely reporting on all aspects of procurement for senior management including achievements towards performance targets required by the Council, central government and external agencies.
- Support staff in managing contractual arrangements, including monitoring of performance reporting.
- Assist Services to draw up specifications to be included within various levels tender documentation.
- Produce reports and information for the Management Team and Members concerning the procurement strategy and procurement performance.

- Develop, maintain and operate data analysis systems and processes to ensure high quality spend data and information.
- Manage the Council's Contracts Register.
- Develop and maintain a procurement pipeline that is aligned to the Council's forward plan.
- Engage with CIPS and the Surrey Procurement Group for continued professional development to maintain a knowledge and awareness of current legislation, policy, practice and procedure in the post holder's field of work and to keep others informed as appropriate. Undertake sector specific research as appropriate.
- Willingness to take on additional responsibilities and support the wider Directorate.
- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Chartered Institute of Purchasing & Supply (CIPS) qualification or relevant equivalent. 	<ul style="list-style-type: none"> • Educated to Degree level or equivalent, or relevant professional experience.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of working at senior level within a public sector procurement environment. • A well-developed understanding of local government, including the practices, policies and law that govern public sector procurement activities. • Development and implementation of a strategic approach to procurement and contract management within a medium to large organisation. • Development and implementation of effective operational practices that underpin strategy implementation, ensuring that these remain fit for purpose as circumstances change. • Extensive experience in managing end-to-end procurement processes, driving value from spend. 	<ul style="list-style-type: none"> • Relevant category knowledge, particularly including housing, construction, environmental services and waste management.

<ul style="list-style-type: none"> • Providing support to a strategic board of senior officers/stakeholders. • Proven ability to lead multiple, complex, concurrent, procurement projects to a recognised methodology and within a matrix working environment. • Demonstrable experience of leading effective contract management and managing relationships with suppliers • Use of e-tendering portals to run and manage procurements 	
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Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to develop trusted relationships with senior stakeholders. • Excellent attention to detail. • Ability to plan and prioritise effectively. • Strong analytical skills. • The ability to work independently with minimal supervision. • Ability to work well under pressure, in a fast-paced and dynamic environment to meet deadlines. • Ability to write reports in plain English, simply and effectively communicating key messages. • Understanding of the broad requirements of the data protection principles. • A commitment to equality and diversity. 	<ul style="list-style-type: none"> • Knowledge of the Procurement Act 2023