**Manchester City Council**

**Role Profile**

**Framework Lead, Grade 11**

**Capital Programmes and Procurement Service, Corporate Services Directorate**

**Reports to: Director of Capital Programmes**

**Job Family: Commissioning and Commercial**

**Key Role Descriptors:**

As a subject matter expert, the roleholder will lead the design, development and implementation of construction industry frameworks which enable the operation of effective commissioning or commercial functions and support their contribution to the achievement of strategic and operational objectives.

The role holder will be responsible for the development, effective operational management, and performance of a range of commercial or commissioning functions which focus on quality and value for money within the construction industry.

The roleholder will facilitate the development of linkages and greater coordinated working across services and key stakeholders to aid the development and delivery of key organisational priorities with regard to service development and strategic direction.

**Key Role Accountabilities:**

Develop, lead, and support strategic responses through the provision of specialist advice and guidance to colleagues across the organisation, accounting for factors and elements beyond direct control and area of specialism to support a whole council approach to decision making.

Manage the development of robust business processes, policies, and strategies for improvement, adopting appropriate nationwide standards and policies and complying with quality assurance, legislative and professional requirements. Work with other service areas to provide advice, expertise, and guidance to support business objectives.

Effectively commission work packages both within the assigned service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision-making processes of the organisation.

Proactively analyse and present information from a variety of different sources using established research methodology.

Lead on the review and development of service standards and organisational strategies for the assigned service area, defining key performance indicators and ensuring they are continually measured and improved. Ensure that the organisational direction of travel and agreed policies / procedures are embedded within strategy development, including Public Service Reform principles.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial, or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

**Capital Programmes and Procurement Service:**

The service is responsible for the delivery of a portfolio of high-quality capital projects and the management of construction and professional service frameworks on behalf of a wide range of internal and external clients for the city.

Capital Programmes’ vision is ‘Building for Manchester’s future’ which informs everything we do including our approach to programme and project management. We work with clients, professional services, and contractors to demonstrate a commitment to delivering value for money, efficiencies, and social value for the residents of Manchester.

**North West Construction Hub Team:**

The North West Construction Hub (NWCH) team is one of the teams that sit within the Council’s Capital Programmes Division. It is responsible for managing the Council’s public sector construction partnership delivery operations to improve efficiencies within the public sector and to ensure that best value for clients is obtained through transparent and sustainable procurement in capital construction projects.

The team proactively manages and promote a number of construction frameworks and is responsible for all governance and procedures required to enable a clear and auditable procurement process. The team monitors, measures, and reports on performance against cost, quality and timescales for all programmes and projects.

**The Role:**

The Framework Lead will manage construction and professional services frameworks at both a strategic and project level including developing innovative supply chain solutions, supply chain principles, procedures methods, performance measurement and improvement tools & techniques, financial analysis, budgeting, and forecasting.

The role involves applying leadership, strategic thinking, influencing, change management and people management skills. Working with MCC senior stakeholders and senior managers/Managing Directors of private sector businesses, the role also manages and operates robust supplier relationships, solve problems, and balance internal/external customer needs and expectations.

As a subject matter expert, the role holder oversees the design, development and implementation of frameworks which enable the operation of effective services and support their contribution to the achievement of strategic and operational objectives.

The role holder works closely with key internal and external stakeholders to develop effective partnerships, linkages and coordinated working with other Council Services and key agencies to ensure that teams contribute to the development and delivery of area-based priorities.

The role holder ensures that services, systems, and procedures provided by the service are robust and fully aligned to and supportive of the aims and objectives of the Council,

and leads the team to provide a high-quality customer service based on a “customer first” ethos that is cascaded throughout the wider organisation.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We value our differences and treat people fairly

**Generic Skills**

* **Financial Management:**

Ability to represent the organisation at a senior level in financial, commercial, and general management relationships with other organisations in both public and private sectors.

* **Commissioning Skills:**

Ability to use skills and industry knowledge to inform commissioning process and to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

* **Commercial Skills:**

Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

* **Analytical Skills:**

Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments. proactively think through problems rather than reactively following a procedure-driven approach.

* **Planning and Organising:**

Excellent time management skills to ensure work of team/service completed within deadlines and to agreed standards.

* **Problem Solving and Decision Making:**

Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.

* **Communication Skills:**

Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.

* **People Management:**

Effective development, management, and motivation of staff within service area, providing leadership and planning for the work of a service-based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.

**Technical Requirements (Role Specific)**

* Quantity surveying/ procurement management experience gained in the construction or a similar or related industry.
* Degree qualified (or equivalent) in a quantity surveying.
* Will hold or will be working towards professional qualification (RICS/ MCIPS).
* Proficiency in the development, implementation and management of public sector construction and professional services frameworks.
* Experience in grant funding and the procurement requirements relating to each.
* Experience in EU, national and City Council procurement.